

NCFE CACHE Level 3 Certificate in Supporting Teaching & Learning

The Swaledale Alliance is an Approved Centre to provide NCFE CACHE qualifications and has been successfully running NCFE CACHE Level 3 Certificate in Supporting Teaching and Learning for 8 years. Our current assessors support approximately 12 candidates per year to achieve this qualification, most candidates then go on to secure employment in schools within the Swaledale Alliance.

The Swaledale Alliance is now seeking teaching and HLTA colleagues to continue to support the delivery and assessment of this qualification.

Opportunities Available

We are looking for colleagues with a teaching qualification or HLTA status to join our small team of qualification assessors. As an assessor you may be responsible for the delivery of the knowledge element of the qualification, or you may visit students on placement to observe and assess their skills in the classroom. You may even decide to take on both roles!

Knowledge Tutor/Assessor

To create, deliver and assess the knowledge elements of the qualification including setting assignments, giving feedback and supporting to students to achieve the required standard within the timeframe of the qualification.

Skills Assessor

To work with student and real-work placement setting to assess students' skills against the qualification criteria to ensure achievement of the qualification. To plan regular observations, communicate expectations with student, give feedback on assessment and support student to achieve the qualification criteria.

Also available:

Internal Quality Assurer

To monitor, review, evaluate and improve the quality of assessment processes and practice and ensure awarding organisation standards are maintained.



Time Commitment and Remuneration

Our current knowledge assessors commit to roughly 13 evenings across the academic year depending on the number of units they support. The expectation is for knowledge sessions to be held face-to-face at the Swaledale Alliance with provision for an online alternative on occasion.

Skills assessors visit candidates in school once a term with a follow up feedback session usually on a Monday evening.

We would anticipate your time commitment to the Swaledale Alliance to be over and above your usual work hours. Therefore, the roles would suit those currently working part-time.

Our current rates for our CACHE assessors are:

Knowledge Assessor - £110 per session including session preparation.

Skills Assessor - £500 per student plus travel

IQA - £50 per IQA session

Payment will be agreed for initial preparation of the programme and course materials plus attending meetings.

For those who work within North Yorkshire LA schools, payment will be made through NY payroll. Those currently working in academy trust schools or self-employed would be expected to raise an invoice.

These payments are a guide. We are happy to discuss expectations in person and encourage you to discuss this opportunity with your headteacher or line manager.

Training & CPD

As a current practitioner, we expect you to have the knowledge and wealth of experience to prepare training sessions to meet the criteria of the qualification. This qualification is equivalent to an A-Level and requires a similar depth of knowledge. We will provide support and training in the specific requirements of the role of assessor plus any other relevant CPD as required to allow you to successfully support the students on the programme.

We will also provide support with creation of resources and NCFE CACHE approved or statutory documentation.

Qualification Details

Specific details of the qualification can be accessed here: [NCFE CACHE Level 3 Certificate in Supporting Teaching and Learning | NCFE](#)



Further Queries?

We hope this document answers your initial queries but if you have any questions at all, please do not hesitate to get in touch with Mags Thompson at the Swaledale Alliance (mthompson@swaledalealliance.org).

Job Description

Job Title:	NCFE CACHE L3 Certificate in Supporting Teaching & Learning Tutor/Assessor
Responsible to:	Swaledale Alliance Executive Officer
Job Purpose:	To deliver and assess qualification specific skills and knowledge to Swaledale Alliance learners.

Principal Responsibilities

1. To deliver and assess agreed elements of the NCFE CACHE Level 3 Certificate in Supporting Teaching Learning.
2. To assess learner needs and plan a programme of delivery which meets their individual requirements in conjunction with the Swaledale Alliance Executive Officer.
3. To assess and verify learners' assignments and course work in relation to NCFE CACHE Level 3 Certificate in Supporting Teaching Learning.
4. To support learners with the preparation and maintenance of their portfolio of evidence.
5. To complete and maintain accurate administrative documentation in a timely manner in line with the programme specifications.
6. To monitor, review and record learner progress in line with programme requirements.
7. To play an active role in quality assurance, including internal moderation and verification.
8. To contribute to the development of the relevant curriculum.
9. To monitor all learner attendance and ensure supporting evidence is available for audit purposes.
10. To ensure effective file management in accordance with quality requirements.



11. To maintain up-to-date knowledge of the qualification requirements and changes to programme specifications.
12. To attend regular team and staff meetings.
13. To keep abreast of changes in legislation relevant to the programme.
14. To promote and ensure safe working practices in line with Health and Safety and Safeguarding requirements.
15. To comply with all Swaledale Alliance GDPR UK policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information.
16. To adhere to all Swaledale Alliance policies and procedures.
17. To undertake professional development as required.
18. To undertake other appropriate duties as required by the Swaledale Alliance Executive Officer.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review.



Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	QTS / HLTA Status	Assessor qualifications eg: D32 Level 3 Learning & Skills Assessor	Application form
Professional Experience	At least 4 years of successful primary teaching experience Experience of developing other colleagues' skills through modelling and coaching	Experience in more than 1 school Experience of developing and implementing improvement projects Experience in supporting and/or mentoring adults	Application form Letter Interview
Professional Development	Evidence of recent and relevant professional development		Application form Letter Interview
Knowledge and Skills	Knowledge of current educational trends and curriculum developments A clear understanding of quality teaching and learning	Knowledge of NCFE CACHE Level 3 Supporting Teaching & Learning programmes	Letter Interview
Personal Qualities, Skills and Characteristics	The ability to inspire, challenge, motivate and empower others Self-management and independent working Influencing and negotiating skills The ability to build and maintain positive relationships through effective interpersonal skills High professional standards in all areas		Letter Interview