



JOB DESCRIPTION

Exam Access Arrangements Assessor / Coordinator

WALTHAM FOREST COLLEGE

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Exams Access Arrangements Assessor / Coordinator
REPORTING TO:	Head of Additional Learning Support
HOURS:	FTE 1.0
GRADE:	PO1

KEY RESPONSIBILITIES

1. Coordinate and complete the Exam Access Arrangements process across the college in line with JCQ and awarding body requirements.
2. Coordinate and provide specialist screening and assessment of learners with suspected and/or diagnosed Specific Learning Difficulties for learner Exam Access Arrangements in line with JCQ guidelines.
3. Work with a caseload of learners, provide support to meet learners' needs as determined through the assessment process.
4. Raise staff awareness of Dyslexia / Specific Learning Difficulties and other barriers to learning cross college.

MAIN RESPONSIBILITIES

1. Be responsible for and coordinate all aspects of the day-to-day operation and administration of Exam Access Arrangements making sure they are processed accurately and efficiently within JCQ and awarding organisation requirements.
2. Communicate and share information (in line with GDPR) with learners' previous school, learners, families/carers and external professionals, where relevant.
3. Identify and follow up learners with existing Exam Access Arrangements and establish if arrangements continue to apply.
4. Liaise with tutors, learners and support staff to identify learner needs.
5. Provide information and support for tutors to enable them to present and evidence the necessary background information, documentation and learner 'normal way of working', to justify screening/assessment and applications for Exam Access Arrangements.
6. Submit applications online and work closely with the Exams department to ensure the smooth running of Exam Access Arrangements, booking support staff and additional invigilators as necessary and in a timely manner.
7. Work closely with the Exams department to ensure Exam Access Arrangement are processed in an efficient and timely manner; ensuring requirements and deadlines are met, ensuring that staff are trained and that Exam Access Arrangements are in place.
8. Collate and process varied supporting documentation and reports.
9. Support with the JCQ and Awarding organisation inspection and audit visits.
10. Keep up to date with legislation and JCQ / Exam Access Arrangements requirements

1. Assess learners, maintaining accurate and detailed screening and assessment records.
2. Complete Form 8 reports, centre file notes and GDPR forms to the required standard and quality, in line with JCQ regulations.
3. Communicate assessment findings to learners, staff and parents / carers as required.
4. Work with a caseload of learners, provide support to meet learners' needs as determined through the assessment process, liaising with tutors and teaching teams, and attending curriculum area team meetings as appropriate, completing regular progress reviews with learners.
5. Develop resources to support learners cross college with Dyslexia / Specific Learning Difficulties.
6. Work with staff to provide strategies to support learners on a one to one and classroom basis.
7. Keep up to date with current developments in supporting learners with Dyslexia / Specific Learning Difficulties and cascade to staff cross college.
8. Deliver staff training / CPD to upskill staff cross college around Dyslexia / Specific Learning Difficulties and strategies.

GENERAL

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/ Desirable
Qualifications (Educational and Vocational)	Degree qualification in related field.	E
	Teaching qualification, e.g. QTS, QTLS, PGCE, HLTA, DTLLS, and/ or Specialist teaching qualification (e.g. Level 5 diploma in the teaching of learners with specific learning difficulties/ dyslexia).	E
	A grade C or higher in English and Maths GCSE (or equivalent).	E
	Postgraduate Level 7 qualification to assess SpLDs and Exam Access Arrangements.	E
Previous experience/job knowledge	Minimum of 6 months experience as an Exam Access Arrangements assessor.	E
	Experience of working with learners with additional needs.	E
	Experience of coordinating Exam Access Arrangements in an education setting.	E
	Experience of meeting stringent deadlines and working to timescales.	E
	Up to date knowledge of JCQ regulations and Exam Access Arrangements procedures and processes.	E
	Experience of delivering a high standard of customer care.	E
	Experience of working with a diverse range of learners.	E
	Experience of supporting learners to use assistive technology.	D
Skills (Competencies and Aptitudes)	Good interpersonal and communication skills.	E
	Independent thinker and able to use own professional judgement when assessing learners.	E
	Ability to provide support and training to upskill staff cross college.	E
	Ability to work positively under pressure.	E
	Ability to work flexibly and autonomously.	E

	Ability to work collaboratively and supportively as part of a team.	E
	Ability to have appropriate professional and personal boundaries and hold challenging conversations.	
	Good working knowledge of IT and MS Office packages.	
Other factors/ additional requirements	Commitment to and understanding of equality, diversity, and inclusion and experience of putting this into practice.	E
	Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E
	Ability and willingness to undertake continuous professional development.	E
	Flexible approach to hours and duties.	E