

## **STANMORE COLLEGE**

### **Assessor – Exams Access Arrangements [start 12<sup>th</sup> September 2022] (Term Time only, 36 weeks per year, 28.8 hours per week)**

Stanmore College are looking for a motivated, experienced, flexible, enthusiastic Exams Access Arrangements Assessor

If you have experience of assessing students in the above area and are looking for a permanent post within a successful FE college, this is the job for you.

Salary – Band I, point 30 -35, £34,314.00 - £39,079.00 per annum (F/T salary),  
£22,770.77 - £25,932.82 (P/T salary)

Application form and further details of the post available from the Stanmore College website following the link: <https://stanmore.ac.uk/Vacancies> or email [hr@stanmore.ac.uk](mailto:hr@stanmore.ac.uk)

Closing date for applications is Wednesday, 24<sup>th</sup> August 2022  
Interviews will be held on Thursday, 8<sup>th</sup> September 2022

## **STANMORE COLLEGE**

### **JOB DESCRIPTION**

**POST:** Assessor – Exams Access Arrangements  
(Term Time only, 36 weeks per year, 28.8 hours per week)

**REPORTS TO:** Learning Support Manager

**RESPONSIBLE FOR:** Assessment and verification of Access Arrangements

### **JOB SUMMARY:**

To provide a professional assessment service for this project. This role includes the following:

- To maintain and promote national and awarding body standards
- To complete all associated administrative tasks
- To ensure all arrangements have been verified with relevant Exam Bords

### **PRINCIPAL ACCOUNTABILITIES:**

1. To report to Head of Student Services/Learning Support Manager
2. To be responsible for ensuring that deadlines are met within the centre's timescales
3. To conduct assessment of candidates as required by the College
4. To ensure that details of Access Arrangements are readily available to the Inclusion Team/Exams Dept
5. To complete records and awarding body documentation to national standards and awarding body requirements
6. To undertake the administrative duties associated with the post to meet College requirements.
7. To attend internal and external meetings as required.
8. To keep abreast of national and awarding body standards and to attend identified training.
9. Develop and improve existing processes and systems relating to access arrangements.
10. Organising and managing student records ensuring required evidence is up-to-date, in preparation for JCQ inspection

11. To keep abreast of developments within the area and in learning and assessment strategies.
12. To work to and report on agreed targets and quality procedures as set by the awarding body.
13. To use new learning technologies in undertaking assessing, training and other duties where appropriate
14. To contribute to the development of resource materials.
15. To liaise with relevant colleagues and contribute to the preparation for internal and external examinations and inspections
16. To take responsibility for health and safety, equal opportunities and data protection with the scope of the post.
17. To maintain an ethos which is distinct, valued and relevant to Stanmore College.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the college may operate.

This job description is current as at the date shown below. In consultation with the postholder, it is liable to variation within a reasonable timescale by management to reflect or anticipate changes in or to the job.

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**STANMORE COLLEGE****PERSON SPECIFICATION****JOB TITLE: Assessor – Exams Access Arrangements**

<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>	
An appropriate qualification to teach and make recommendations for secondary aged or adult learners who have learning difficulties OR be an HCPC registered psychologist	Application form/ certification
A1 qualification (or equivalent)	Application form/ certification
A teaching qualification or willingness to gain one	Application form/ certification
Occupationally relevant qualification for this sector	Application form/ certification
A Level 7 EAA assessing qualification is desirable	Application form/ certification
<b>EXPERIENCE OF:</b>	
Recent experience of assessing candidates for Access Arrangements	Application form/ supporting statement
Experience of working with JCQ and Exam Boards to ensure timely verification for all candidates	Application form/ supporting statement
Experience of working in an education setting is desirable but not essential	Application form/ supporting statement
<b>KNOWLEDGE OF:</b>	
Sound knowledge of the JCQ guidelines	Supporting statement/ interview
Thorough understanding of current JCQ publication Access Arrangements	Supporting statement interview
An understanding of sound equal opportunities practice and a commitment to its implementation	Supporting statement/ interview
<b>SKILLS:</b>	
Communication skills, both verbal and written	Application form/ supporting statement/interview
Administrative and organisational skills	Supporting statement/ interview
<b>ABILITY TO:</b>	
Adaptable approach to assessment methods and flexible approach to problem solving	Supporting statement/ interview
Ability to work independently as well as in a team; proactive, and able to take initiative	Supporting statement/interview
Ability to work systematically and be organised with attention to detail	Supporting statement/interview

<b>PERSONAL QUALITIES:</b>	
Enthusiastic and highly motivated	Supporting statement/interview
Ability to work under pressure	Supporting statement/Interview
Flexible approach to work	Supporting statement/ interview
Commitment to ongoing professional development	Application form/ supporting statement/ interview
Willingness to undertake training and development relating to the role, ensuring awareness of changes in JCQ regulations	Supporting statement/ interview