### Job Title: Access Arrangement Assessor

**Responsible to:** Additional Learning Support Manager

**Job Purpose:** To co-ordinate access arrangements for examinations within the College.

**Key Tasks and Responsibilities**

1. Collecting and co-ordinating the completion of paperwork for all students who are eligible for access arrangements
2. Communicating with students and parents in relation to existing or proposed access arrangements
3. Undertake standardised assessment for access arrangement evidence.
4. Liaison with ALS Manager, Examinations Officer, faculty teaching staff, external professionals (e.g. educational psychologists, CAMHS etc) and other educational settings
5. Ensuring that Joint Council for Qualifications (JCQ) deadlines are met
6. Organising and managing student files ensuring required evidence is up-to-date, in preparation for JCQ inspection
7. Attending regular meetings
8. Develop and improve existing processes and systems relating to access arrangements
9. Participation in line management and appraisal systems
10. Undertaking other relevant administrative tasks as directed by the ALS Manager
11. You should expect to use digital College systems on a regular basis to carry out your role to the best of your ability.  Where necessary training will be provided.
12. Comply with the College’s policies and procedures, including Health and Safety Regulations, Safeguarding Children and Vulnerable Adults Policy, Prevent and the Equality and Diversity Policy.
13. Comply with the requirements of the Data Protection legislation (GDPR) i.e. it is the responsibility of individual staff members to protect data and to take all reasonable steps to ensure all data is kept securely.
14. To attend conferences and meetings as required from time to time at the College or elsewhere and undertake appropriate staff development.
15. To assist with the promotion, supervision, management and administration of such College activities as may be required from time to time.
16. To carry out any other duties as may reasonably be required by the ALS Manager, Head of Student Services, Deputy Principal or Principal/Chief Executive.

**Person Specification:**

Candidates should be able to demonstrate the following:

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|  | Essential | Desirable |
| Qualifications | * Level 7 qualification in assessing for access arrangements ( PATOSS or equivalent) * Minimum L2 English and Maths * Relevant teaching qualification | * Degree or equivalent in a relevant field. |
| Experience/knowledge | * At least 2 years’ experience assessing for access arrangements. * At least 2 years’ experience working in an environment with students who have SEND * Robust understanding of the support needs of learners with LDD | * Recent professional development on JCQ guidelines. |
| Special Aptitudes/Skills/ Competences | * Excellent verbal, written communication and IT skills * Knowledge and experience of using a range of Microsoft Office applications * Highly organised, with excellent time management skills and able to perform under pressure |  |
| Personal Qualities | * Energetic and enthusiastic with an excellent sense of humour * Able to form positive links with a range of key stakeholders * Always prepared to put the students’ needs first * Willingness to undertake training and development relating to the role * Awareness of and commitment to Equal Opportunities; a commitment to working with students from diverse backgrounds * Self-awareness and high levels of emotional intelligence. * Enthusiasm and a sense of humour. * Ability to work with and through colleagues to achieve shared goals. * A good record of attendance and timekeeping. * An appropriate professional appearance. |  |

## Conditions of appointment:

1. The appointment is for 15 hours per week, 36 weeks per year
2. Salary is £29,887 per annum pro rata (actual salary £9,836 per annum).
3. It is a monthly paid appointment and the salary will be paid directly into a bank or building society account on the last working day of the month.
4. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service. Further information about the Disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or by contacting the information line on 0870 90 90 811
5. The post is subject to a six-month probationary period. This is seen as essentially a supportive time however unsatisfactory performance may lead to termination of contract. During the probation period 4 mandatory training units must be undertaken. The training sessions are Safeguarding, Prevent, Health and Safety and Equality Diversity and Inclusion. All staff must keep up to date with the document Keeping Children Safe in Education
6. Sick pay will be in accordance with the procedures laid down by the Strode College Board of Governors.
7. The postholder will be automatically brought into the Local Government Pension Scheme. Contributions are 5.5% of salary.

As an equal opportunities employer, Strode College particularly welcomes applications from those who are disabled or members of ethnic minorities since these groups are at present under-represented on the Strode staff.

Completed application forms should be returned to Carol Corbett, HR Officer, Strode College, [personnel-enquiries@strode-college.ac.uk](mailto:personnel-enquiries@strode-college.ac.uk) by Thursday 13th May 2021.

