

JOB DESCRIPTION

POST TITLE:	Variable Hours Examination Access Arrangements Assessor
GRADE:	£14.57 - £23.93 per hour inclusive of holiday pay, dependent upon teaching qualification
RESPONSIBLE TO:	Inclusion Manager
RESPONSIBLE FOR:	Carrying out standardised assessments to determine possible exam access arrangements, reasonable adjustments and special considerations and to provide evidence for the examinations team to submit to a range of awarding bodies for consideration and processing.
WORK ARRANGEMENTS:	As and when required

PURPOSE OF THE POST

The post holder will:

1. Carry out exam access arrangements in line with JCQ guidelines.
2. Contribute to the monitoring of student/apprentice progress against their support plans.
3. Provide continuing quality improvement through development of effective communication with curriculum teams, sharing of good practice and professional updating in relation to examinations
4. Be highly organised and have good interpersonal and IT skills
5. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES:

1. Work effectively with work-based and classroom based colleagues as one team, respecting and valuing each other to deliver outstanding services to students/apprentices.
2. Carry out screening assessments of skills and highlight the need for further assessment.
3. Liaise with curriculum areas to ensure effective co-ordination of information and support strategies.
4. To ensure record keeping and practice is fully compliant with exam boards and JCQ regulations.
5. Undertake action planning and progress monitoring with learners.
6. Participate in the College Quality Assurance Process in order to evaluate the effectiveness of programmes.
7. Liaise with parents and employers with regard to support for prospective learners and progress of current students.

8. Dedicated professional who is committed to the role.
9. Communicating with students and parents in relation to existing or proposed access arrangements.
10. Liaison with the Inclusion team, curriculum staff and examinations Officers.
11. Ensure that JCQ deadlines are met.

GENERAL

12. Act as an exemplar of outstanding customer service at all times.
13. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
14. Promote a positive image of the College and the work that is carried out across its various services.
15. Comply with all legislative and regulatory requirements.
16. Apply the College's own Safeguarding Policy and practices and attend training as required.
17. Show a commitment to promoting diversity, equal opportunities, and anti-discriminatory practices, and demonstrate full compliance with the College's Equality and Diversity Policy in all aspects of duties and responsibilities.
18. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
19. Take an active role in the health, safety and welfare of students, apprentices and staff, attending trainings and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Exam Access Arrangements Assessor	Department:	Student Experience and Wellbeing
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Appropriate qualifications level 7 award in Assessment for Exam Access Arrangements	E	A
Level 2 English and maths	E	A
Experience:		
Working within the education sector	E	A/I
Ability to work with students and carry out assessments	E	A/I
Experience of systems and practice in assessing students' needs	E	A/I
Working with students with SEND	E	A/I
Experience of carrying out exam access arrangements assessments	E	A/I
Experience of working in a multi-disciplinary team	D	A/I
Skills/Knowledge:		
Excellent communication and interpersonal skills	E	A/I
Excellent organisational skills	E	A/I
Ability to work collegiately in a large organisation	E	A/I
Ability to keep clear and concise records	E	A/I
Ability to work independently and use own initiative	E	A/I
Have good IT skills	E	A/I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	DT	Date Produced:	September 2020
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