

City and Islington College Job Description and Person Specification

Post:	Cross College Exams Access Arrangement Manager
Contract:	Permanent, Term Time Only
Hours:	Full Time
Reporting to:	Head of Inclusive Learning
Responsible for:	Cross College Exam Access Arrangements
Salary:	Full time equivalent of £36,148 – £40,670 per annum

Key Purpose

To manage exam access arrangement across CIC adhering to all JCQ and exam board guidance

To build strong working relationships with the Exams Team, Inclusive Learning Tutors/Managers and Curriculum teams to ensure the smooth running of every exam series

To deliver cross EAA & assistive technology training to staff and learners to ensure that these arrangements become the usual working method

To develop systems to maintain accurate records for EAA's inspection

To contribute to the Exams Access Arrangement Policy and ensure all roles and responsibilities are clearly defined

Main Duties and Responsibilities

- To lead the development of systems and processes to improve the cross college EAA services
- To have up to date knowledge of legislation and guidelines to ensure that appropriate provision is in place to meet the needs of individual learner
- To attend regular JCQ updates and carousel to relevant teams
- To work with the Exams Team in advance of every exam series, book rooms, advise staff/parents/careers /learners and ensure the correct resources are available on the day of exams
- To support the Exam Team and be able to trouble shoot /resolve issues as and when necessary
- Standardize and quality assure the EAA process, this will include moderation, sampling and observations
- Take direct action to improve standards
- To keep up to date records and EAA Register for all students who receive arrangements
- To complete all preparatory work and lead all EAA inspection processes (JCQ/OFSTED)
- To train staff and prepare learners to maximize the use of EAA's, this will include preparing resources and delivering workshops for example – How To videos and Essential Guides etc.

- Order and maintain access of all testing materials, licenses and EAA resources in line with ALS budget
- Review the current assessment process and drive change in the approach to EAA for access arrangements and assessment for personalized learning
- Carry out testing and model best practice across CIC
- Identify potential problems with deadlines and the EAA process and resolve them in advance
- Carry out a yearly needs analysis with the Head of Inclusive Learning as part of the CIC SEND Census
- Be the point of contact for the resolution of EAA complaints and queries
- To attend and contribute to relevant management meetings

Expectations of the Post Holder

- Reports to Head of Inclusive Learning
- To undertake such duties as may be required which are commensurate with the grade and title of the post.
- To promote the safeguarding and welfare of young people amongst staff and students within the area of responsibility.

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A Teaching qualification such as BEd, PGCE, Cert. Ed.		X
	Hold a level 7 Specialist Assessor Qualification for Access Arrangements or equivalent i.e., OCR Diploma in Teaching & Assessing Learners with Dyslexia/Specific Learning Difficulties		X
Knowledge / Experience	Knowledge and understanding of current assessment and diagnostic procedures for students under the Inclusive Learning provision.	X	
	To have up to date knowledge of legislation and guidelines; JCQ and all relevant exam boards	X	
	To have an excellent understanding of assistive technology and how to implement the use of this across CIC	X	
	Experience of managing a function or team		
	To have a clear understanding of ILT / Assessor standards and how to maintain these	X	
Skills / Abilities	The ability to work effectively as part of a team and across teams	X	
	The ability to give guidance and support to learners and staff, to ensure the very best EAA practice	X	
	Good planning, organisational, administrative and IT skills,	X	
	Ability to trouble shoot and work under pressure	X	

When completing your application form and writing your supporting statement please make sure that you cover all the points in the

Person Specification using each criterion as a separate heading.