

Job Description and Person Specification

Access Arrangement Assessor

Contract type: Full-time, Permanent

Responsible to Head of Inclusive Learning

Remuneration: £28,846 to £41,095 per annum
(Depending on Experience)



Main Duties and Responsibilities

1. Work with the Head of Inclusive Learning, the Learning Support team and college systems to identify learners who require access arrangement assessments.
2. Ensure that learners are assessed for exam access arrangements in line with JCQ and awarding body regulations.
3. Update college databases to ensure learner progress is recorded accurately and details are disseminated efficiently and effectively.
4. Complete Form 8 reports and file notes, comprehensively and meticulously, to ensure access arrangements applications are made according to external deadlines.
5. Participate in the writing of Individual Support Plans for learners with specific learning difficulties and support their implementation with students through guidance and delivery of sessions.
6. Work with teachers on introducing in-class reasonable adjustments for learners with specific learning difficulties following access arrangement assessments.
7. Engage fully with agreed internally and externally quality systems and produce records and evidence as required.
8. Attend all college, team and curriculum meetings and learner reviews, as required.
9. Participate fully in the appraisal and professional development processes as appropriate.
10. Conduct all duties in accordance with the college's policies on equal opportunities, health and safety and quality assurance.
11. If appropriate, support learners' work and behaviour to achieve their individual targets in their Individual Support Plans and/or Education and Health and Care Plans.
12. Undertake any other duties as may reasonably be commensurate with the post.

2. Other Responsibilities

1. To uphold, promote and abide by all WKC policies and procedures, especially those which are applicable to this area of work, including the safeguarding and Equality & Diversity policies and procedures.
2. To keep up to date with new legislation, procedures and techniques and attend relevant mandatory training to ensure efficient execution of the job.
3. To undertake any other duties as may reasonably be required commensurate with the post.

Exam Access Arrangement Assessor	Essential/ Desirable
Person Specification	
Qualifications	
Educated to degree level including 5 GCSEs (grade A-C) or equivalent, including English Language and Mathematics	E
Level 7 Access Arrangement Qualification	E
Teaching qualification at Level 5 or equivalent.	D
Experience	
Experience of successful working closely with managers, curriculum staff, support staff etc.	E
Excellent IT skills to support learning	E
Experience of teaching and supporting students with specific learning difficulties.	D
Experience of screening and assessing students for exam concessions and complete reports for awarding bodies.	E
Skills & Abilities	
Ability to produce reports to a high standard	E
Must demonstrate suitability to work with children and vulnerable adults	E
An ability to work under pressure and meet tight deadlines	E
Be able to respond effectively to the learner's individual needs.	
Knowledge and Understanding	
Awareness of health and safety procedures and willingness to undertake training.	E
Comprehensive knowledge of specialist support and how to maximise the impact of it to improve student retention and attainment.	E
Commitment to equal opportunities and knowledge of Equality Act	E
Personal Attributes	
Strong team player and work collaboratively with others to deliver results.	E
Flexible and responsive in approaches to teaching styles and methods when giving teaching and learning advice.	E
Possess excellent interpersonal and organisational skills.	E