## **Job Description and Person Specification**

## **Access Arrangement Assessor**

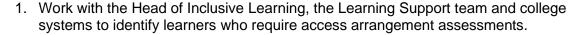
Contract type: Full-time, Permanent

Responsible to Head of Inclusive Learning

Remuneration: £28,846 to £41,095 per annum

(Depending on Experience)

## **Main Duties and Responsibilities**



- 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

- 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	Е
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	Е
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.	Е
Commitment to equal opportunities and knowledge of Equality Act	Е
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.	Е
Possess excellent interpersonal and organisational skills.	Е
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