

**JOB DESCRIPTION**

**Job Profile**

Job Title: Exam Access Arrangement Assessor

Line Manager: Inclusion Manager

Pay Band: E

**Job Purpose**

To carry out assessments for exam access arrangements and complete the necessary documentation to meet JCQ regulations.

To enable all learners to effectively access their programme of study regardless of any specific learning differences or disabilities

Responsible for the safeguarding and promoting the welfare of children, young people and vulnerable adults.

# Specific Duties

* Assessment and coordination of exam access arrangements across the College, ensuring robust processes are followed, including record keeping to meet audit and SEND requirements.
* Providing advice, guidance, and training to teaching staff on JCQ requirements for exam access arrangements and normal way of working.
* Assist learners and teaching staff to use assistive technology to remove barriers and support with learning
* Working collaboratively with teaching staff and Inclusion Services to ensure appropriate access arrangements are in place for students, including apprentices at College.
* Reviewing normal way of working evidence and carrying out appropriate assessments using standardised tests.
* Completing JCQ Form 8 and centre-based file notes for learners who need exam access arrangements.
* Processing exam access arrangements using JCQ Access Arrangements Online (AAO) and directly with awarding organisations.
* Keeping ProMonitor up to date with processed exam access arrangements.
* Ensure a high level of customer care at all times.
* Participate in Performance Management and Professional Development activities as required.
* Participate in cross College events and other marketing activities.
* Work within Health & Safety guidelines and be aware of your responsibilities for health and safety.
* Adhere to College policies and procedures.
* Carry out any other duties commensurate with the post.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.

This job description is current at date shown and may be amended from time to time after consultation



**PERSONAL SPECIFICATION**

**POST: Exam Access Arrangement Assessor**

**As a College employee you will be expected to embrace College values and implement College policies and procedures by:-**

**•** Seeing learners as our priority

• Embracing equal opportunities and respecting diversity

• Working co-operatively with colleagues

• Respecting and valuing the work of all our stakeholders

• Striving for continuous improvement

• Adhering to College policies and procedures

• Promoting the welfare of children, young people and vulnerable adults

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE**  |
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| **Qualifications** | * A degree/level 4 qualification equivalent
* PGCE/Cert Ed
* Approved Level 7 qualification undertake JCQ Form 8 Section C assessments

(If not acquired – need a commitment to carry out a fast track qualification) | * Degree or Post-graduate qualification related to Additional Learning Needs
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| **Experience: The candidate may come from a number of different backgrounds and should hold at least one of the essential areas** | * Up to date experience of working in an Education Sector.
* Significant experience of working within an additional learning support setting.
 | * Up to date experience of working in the FE Sector
* Experience of assessing and coordinating exam access arrangements
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| **Knowledge and Skills** | * Clear knowledge and understanding of the Exam Access Arrangements process.
* Good verbal communication skills
* Good understanding of Additional learning needs and current legislation
* Excellent understanding of supporting learners and developing their broader skills
* Good IT and organisational skills in terms of tracking and processing data.
* Good knowledge of study programmes
* Suitable character for working with children and vulnerable adults
 | * Awareness of disability issues and equal opportunities including recent legislation
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**Essential requirements are those without application will not normally be considered for appointment**