

Job Description

JOB TITLE: Specialist Assessor (Langley and BCA colleges)

HOURLY RATE/SALARY: £28,749 to £33,486

HOURS: up to 37 hours a week

REPORTS TO: Relevant ALS Leader

RESPONSIBLE FOR:

CAMPUS: All campuses and off site locations

JOB PURPOSE: To be responsible for the provision of assessment, support, and guidance for learners with Learning Difficulties following regulatory guidelines regarding Access Arrangements.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. To assess exam access arrangements (covered by the regulatory body: the Joint Council for Qualifications and individual awarding bodies such as City and Guilds).
2. To individually identify and assess students' literacy performance and any additional cognitive processing difficulties to confirm the need for readers, scribes, extra time and other access arrangements for their exams at college.
3. To work within the Learning Support team supporting the organisation of access arrangement policies and procedures.
4. To liaise closely with the Exams team, vocational and English and Maths teachers, as well as the Learning Support team and parents to ensure that all students who need additional support in exams are assessed for their current needs, and that this evidence is documented and sent through to the Exam team, so that access arrangements can be requested and applied in time for the students' exams each year.
5. Contribute to maintaining Students' records.

6. Contribute to, and support, within the EHCP process including supporting and undertaking of reviews when available to do so.
7. Undertake any other duties commensurate with the post, as allocated by the Head of Department.
8. Comply with College policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, and whistleblowing — reporting concerns to the Designated Safeguarding Lead.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A postgraduate qualification in Assessment for Access Arrangements	x		Application and Certificate
Evidence of professional development and continuous updating of skills and Knowledge	x		Application and Certificate
EXPERIENCE			
Significant experience of SEND and barriers to learning	x		Application /Interview
Experience of supporting and mentoring colleagues supporting the implementation of Access Arrangements		x	Application /Interview
Experience of successfully adapting systems to ensure they are fit for use.		x	Application /Interview
SKILLS, KNOWLEDGE AND ABILITIES			
Proven verbal, written & communication skills – the ability to communicate effectively with a wide range of people, both internally and externally at all levels	x		Application /Interview
Ability to work proactively, with minimum supervision and to prioritise own workload	x		Application /Interview
Flexible approach to working practices including the ability to work effectively as a member a team member	x		Application /Interview
Knowledge and understanding of the importance of confidentiality and dealing with sensitive information	x		Application /Interview
Knowledge of current developments within relevant field	x		Application /Interview
Knowledge of trends and initiatives within Exam Access Arrangements	x		Application /Interview

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation