



JOB DESCRIPTION

Exam Access Arrangements Assessor / Coordinator



INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

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Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Exams Access Arrangements Assessor / Coordinator
Department	Additional Learning Support
Pay Spine	PO1
Post Reports To	Head of Additional Learning Support

POST OUTLINE:

The postholder will coordinate the Exam Access Arrangements across the college and will assess students for Exam Access Arrangements.

KEY RESPONSIBILITIES

1. Coordinate and complete the Exam Access Arrangements process across the college in line with JCQ and awarding body requirements.
2. Coordinate and provide specialist screening and assessment of learners with suspected and/or diagnosed Specific Learning Difficulties for learner Exam Access Arrangements in line with JCQ guidelines.
3. Work with a caseload of learners, provide support to meet learners' needs as determined through the assessment process.

MAIN RESPONSIBILITIES

1. Be responsible for and coordinate all aspects of the day-to-day operation and administration of Exam Access Arrangements making sure they are processed accurately and efficiently within JCQ and awarding organisation requirements.
2. Communicate and share information (in line with GDPR) with learners' previous school, learners' families/carers and external professionals, where relevant.
3. Identify and follow up learners with existing Exam Access Arrangements and establish if arrangements continue to apply.
4. Liaise with tutors, learners and support staff to identify learner needs.
5. Provide information and support for tutors to enable them to present and evidence the necessary background information, documentation and learner 'normal way of working', to justify screening/assessment and applications for Exam Access Arrangements.
6. Submit applications online and work closely with the Exams department to ensure the smooth running of Exam Access Arrangements, booking support staff as necessary and in a timely manner.
7. Work closely with the Exams department to ensure Exam Access Arrangement are processed in an efficient and timely manner; ensuring requirements and deadlines are met, ensuring that staff are trained and that Exam Access Arrangements are in place.
8. Collate and process varied supporting documentation and reports.
9. Support with the JCQ and Awarding organisation inspection and audit visits.
10. Keep up to date with legislation and JCQ / Exam Access Arrangements requirements

11. Assess learners, maintaining accurate and detailed screening and assessment records using the college's Management Information Systems.
12. Complete Form 8 and Form 9 reports, centre file notes and GDPR forms to the required standard and quality, in line with JCQ regulations.
13. Communicate assessment findings to learners, staff and families/carers as required.

GENERAL

1. Promote a culture of innovation, excellence and equality, reflecting the values of the College.
2. Implement all College policies, particularly those which refer to health and safety, equality of opportunity and Safeguarding young people and vulnerable adults.
3. Participates in College cycles of staff appraisal and programmes of continuing professional development.
4. Develop effective working relationships internally and with external partners.
5. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
6. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
• Degree qualification in related field.	E		
• Teaching qualification, e.g. QTS, QTLS, PGCE, HLTA, DTLLS, and/or Specialist teaching qualification (e.g. Level 5 diploma in the teaching of learners with specific learning difficulties/ dyslexia).	E		
• A grade C or higher in English and Maths GCSE (or equivalent).	E		
• Postgraduate Level 7 qualification to assess SpLDs and Exam Access Arrangements.	E		
EXPERIENCE			
• Minimum of 6 months experience as an Exam Access Arrangements assessor.	E		
• Experience of working with learners with additional needs.	E		E
• Experience of coordinating Exam Access Arrangements in an education setting.	E		
• Experience of meeting stringent deadlines and working to timescales.		E	
• Up to date knowledge of JCQ regulations and Exam Access Arrangements procedures and processes.		E	E
• Experience of delivering a high standard of customer care.		E	
• Experience of working with a diverse range of learners.		E	
• Experience of supporting learners to use assistive technology.		D	
SPECIAL ABILITIES AND APTITUDE			
• Good interpersonal and communication skills.		E	
• Independent thinker and able to use own professional judgement when assessing learners.		E	
• Ability to provide support and training to upskill staff cross college.		E	
• Ability to work positively under pressure.		E	
• Ability to work flexibly and autonomously.		E	
• Ability to work collaboratively and supportively as part of a team.		E	
• Ability to have appropriate professional and personal boundaries and hold challenging conversations.		E	
• Good working knowledge of IT and MS Office packages.		E	
OTHER REQUIREMENTS			
• Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	
• Commitment to working with diversity and a range of ability levels	E	E	
• Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
• Flexible approach to hours and duties		E	
• Ability and willingness to undertake continuous professional development	E	E	
• To have strong sense of purpose and the drive to achieve agreed goals		E	

* **Key:** AF = Application Form, I = Interview, A = Assessment