

Specialist Assessor/Implementation Advisor

Title:	Specialist Assessor/Implementation Advisor
Grade:	EC7, plus honorarium
Hours:	33.3 hours per week, 38 weeks a year
Activity:	Regulated
Responsible to:	Head of Faculty - Foundation, Learning and Support

Key role objectives

- To ensure the team of Specialist Assessors are awarding exam access arrangements in line with JCQ deadlines and college business priorities and policies, within specified deadlines.
- To provide specialist screening and assessment for student exam access arrangements in line with JCQ guidelines, and in a timely manner. To process varied supporting documentation and reports.
- To liaise with faculties/curriculum areas, managing a caseload of student referrals, to explore need and to provide support and guidance to tutors and teaching staff regarding exam arrangements. To provide data for external and internal reports.
- To participate in the general duties of the Learning Support team, completing related administration at college events, and delivering staff training.
- To assist the Assessment Team Manager to ensure quality and standardisation of service and, where necessary, support the Assessment Team Manager to develop new systems and protocols.

Main Responsibilities:

- 1. To research and update on JCQ and Exam Board developments in a timely manner. To also provide specialist screening and assessment for student exam access arrangements, in line with JCQ guidelines and within specified deadlines. To process varied supporting documentation and reports.**
 - 1.1. To ensure exam access arrangement procedures are standardised, in line with JCQ deadlines.**

- 1.2. Identify and follow up students with existing exam access arrangements and confirm that they are valid. Ensure arrangements are in place where appropriate, in a timely manner.
 - 1.3. Carry out screening and specialist assessment of learners as appropriate, in line with JCQ guidelines.
 - 1.4. To assist the Assessment Team Manager to run standardisation meetings as required.
 - 1.5. Maintain accurate and detailed screening and assessment records.
 - 1.6. Cascade JCQ and exam board updates and processes in a timely manner, ensuring that they are actioned and monitored.
- 2. To liaise with faculties/curriculum areas, managing a caseload of student referrals, to explore need and to provide support and guidance to tutors and teaching staff regarding exam access arrangements.**
- 2.1. To build and maintain a clear picture of the demand for exam access arrangements in an agreed number of faculties, and progress towards setting up the exam access arrangements as required. This will involve working with a caseload of learners, liaising with tutors and teaching teams, and attending curriculum area team meetings as appropriate.
 - 2.2. To provide advice and guidance to tutors regarding specialist assessment and exam access arrangements.
 - 2.3. To provide support for tutors to enable them to present the necessary background information, documentation and student 'normal way of working', to justify screening/assessment and applications for exam access arrangements.
- 3. To participate in the general duties of the Learning Support team by taking part in college events and delivering staff training on exam access arrangements and JCQ procedures.**
- 3.1. Participate in the initial interviewing and needs assessment of students with additional learning support needs.
 - 3.2. Deliver staff training on exam access arrangements, SEND and JCQ regulations.
 - 3.3. Participate in appropriate quality assurance procedures including collection and analysis of assessment data, learner and tutor feedback. To provide data about exam access arrangements and processes for internal and external reports.
 - 3.4. Maintain accurate and detailed student records.
 - 3.5. Where appropriate, to support other functions in the support faculty.

Additional Duties

- 1.1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 1.2. Be responsible for safeguarding and promoting the welfare of students.
- 1.3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 1.4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Whilst the Head of Faculty has overall management responsibility, the direct Line Manager for this post will be the college Assessment Team Manager.

Person Specification

Specialist Assessor/Implementation Advisor



Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	- Successful experience of screening and specialist assessment of students for exam access arrangements	✓	✓
	Desirable:		
	- Delivering staff development sessions on aspects of learning support and exam access arrangements.	✓	
	- Successful experience of processing past exam access arrangement documentation from secondary to FE/6 th forms.	✓	
Skills and Abilities	Essential:		
	- Experience of team or project management.	✓	✓
	- Outstanding communication skills.	✓	✓
	- Outstanding interpersonal skills.	✓	✓
	- Effective organisational, record keeping and time management skills.	✓	✓
	- Effective IT skills.	✓	✓
	- Up to date working knowledge of the Joint Council for Qualifications (JCQ) regulations for exam access arrangements and reasonable adjustments.	✓	✓
Qualifications	Essential:		
	- Teaching qualification.	✓	

	- Degree or similar level of qualification.	✓	
	- Specialist Assessment qualification. - GCSE pass or equivalent in Maths and English. Desirable: - Specialist training in an aspect of learning support. - Diagnostic assessment Practising Certificate.	✓ ✓ ✓ ✓	
Personal Qualities	Essential: - Proactive and willing to accept responsibility. - Able to work independently and as part of a team. - Thorough and able to work with excellent attention to detail - Patient, tactful and sensitive to students' differing needs. - Proven ability to work under time pressure	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
Mandatory requirements	Essential: - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equality and diversity		✓ ✓



Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

