

## Person Specification: Specialist Assessor For Examinations Access Arrangements

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Be educated to degree level or equivalent;</li> <li>• Have the appropriate specialist assessor qualification at Level 7.</li> </ul>	<ul style="list-style-type: none"> <li>• Masters degree in a related field</li> <li>• Experience of teaching Mathematics or English to GCSE level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching in a school and managing learning resources;</li> <li>• Experience of using ICT.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coordinating examination access arrangements in a secondary school environment.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of JCQ regulations relating to examination access arrangements.</li> <li>• A good up to date working knowledge and understanding of a range of teaching and learning and behaviour management strategies.</li> <li>• An understanding of the English curriculum and assessment arrangements.</li> <li>• An understanding of the range of approaches that can be used for assessment.</li> <li>• An understanding of how literacy, Numeracy and ICT can be used to support teaching.</li> <li>• An understanding of how to personalise provision to meet the learning needs of the full range of students.</li> <li>• An awareness of current legal requirements regarding the safeguarding of children.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Be able to appraise students' needs accurately and swiftly, making reasonable judgements of need as a consequence.</li> <li>• Be able to plan and teach challenging and well organised lessons.</li> <li>• Be able to use a range of teaching strategies and resources.</li> <li>• Be able to provide opportunities for students to develop literacy, Numeracy and ICT skills.</li> <li>• An ability to provide constructive feedback to students on how to improve their attainment.</li> <li>• The ability to implement a clear framework for classroom discipline.</li> <li>• The desire to work as a team member.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading a team</li> <li>• Experience of mentoring and/or supporting colleagues</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Be self-motivated with the ability to work on own initiative and as part of a team;</li> <li>• Ability to plan work over time and prioritise tasks;</li> <li>• The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English;</li> <li>• Calm, professional manner;</li> </ul>	

	<ul style="list-style-type: none"><li>• Flexible approach to tasks, new ideas and change.</li><li>• Patient and resilient.</li></ul>	
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