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**TITLE:** Group Exam Access Arrangement Manager

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**GRADE:** Management Scale 7

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**RESPONSIBLE TO:** Group Curriculum Director – Supported Learning

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**PURPOSE OF JOB:**

- To work closely with the Supported Learning SCMs to devise, develop and implement SpLD strategies and plans for individual learners, and manage the site based EAA Assessors and provision, ensuring a consistent Group approach.
- To line manage the SpLD Assessors and Support Tutors to teach, assess and support learners with a range of Specific Learning Differences.
- To oversee the EAA assessment and processing work across the group, ensuring clear and consistent processes and tracking.
- In partnership with the SCMs, manage individual staff performance through Support, management and learning walks in accordance with College policy;

**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College’s mission, vision, values and strategic objectives;
- 1.2 To implement the College’s Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one’s own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College’s safeguarding policies and practices.

- 1.5 To ensure that the College's equal opportunities policies are implemented in the programme and that all aspects of the College's Charter and complaints system are understood and upheld by staff
- 1.6 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.7 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.

## **2 Particular to the Post:**

- 2.1 To carry out and coordinate across the Group assessments of specific learning differences (SpLD) and disabilities with learners on programmes across the college, ensuring efficient models of one to one group assessment and support is utilised.
- 2.2 To coordinate the utilisation of a variety of tools to screen and assess students with specific learning differences, providing training and support for others in the use of these tools
- 2.3 In partnership with SCMs, supervise and task manage SpLD staff within the Supported Learning team
- 2.4 Provide regular management quantitative and qualitative reports on Group level EAA , SPLD Assessment and Support work.
- 2.5 Work in partnership with the Exams team to make sure that quality standards/regulations are met across the group according to JCQ and other examining bodies;
- 2.6 To contribute to cross college support and training for staff, including open days, enrolment periods and parents/carers' evenings;
- 2.7 With the Deputy Group Director of Supported Learning, chairing regular forums for the SpLD Assessment and Support staff across the group, ensuring best practice across the group is shared and consistent practice is being carried out.
- 2.8 Identify skills gaps and training needs at a Group level for SPELD Assessors and Support staff.
- 2.9 Oversee the use of Assisstive technology, making recommendations to the Group Curriculum Director for Supported Learning and their Deputy of such technology that will better support students in the most cost effective and efficient way.
- 2.10 To assess and support learners with SpLDs and/or disabilities as appropriate.
- 2.11 To prepare individual support plans and track the progress of learners, and

working with the Deputy Group Curriculum Director – Supported Learning, to coordinate the cross college approach to this;

- 2.12 To develop resources and learning materials for support and to work with colleagues in the development of innovative provision and good practice;
- 2.13 Identifying and actively engaging with issues and practices which require improvement or development.

### **3. Managing People:**

- 3.1 To lead on the recruitment and selection of staff.
- 3.2 To ensure that new staff are given training on how to use College EAA and Supported Learning Systems and Processes.
- 3.3 To identify the training and development needs for the group of staff working on EAA and SpLD assessment and support.
- 3.4 To contribute to the staff development programme for the College.
- 3.5 To assist in the development of the Supported Learning team.

### **4. Managing Information:**

- 4.1 To keep up-to-date with JCQ guidelines, EAA and SpLD work.
- 4.2 To help forecast potential learners at each campus who may require EAA/SPLD Support put in place.
- 4.3 To evaluate the service provided through performance indicators, to gather information for the GCD and DGCD Supported Learning.

### **5. Person Specification:**

- 5.1 Good standard of education especially in English and Maths (Grade 4 or higher) and IT.
- 5.2 Possession of a degree or comparable qualification; Possession of a teaching qualification\*, a level 7 SpLD qualification and current Assessment Practising Certificate (APC);
- 5.3 Understanding and experience of supporting learners with a range of additional support needs, learning difficulties and/or disabilities in further education (FE) or secondary education and the post-16 curriculum;
- 5.4 Experience of teaching and supporting learners with SpLD and disabilities;

- 5.5 Experience of assessing and developing support plans;
- 5.6 Experience in leading and managing teams
- 5.7 An understanding of inclusive learning and the opportunities presented in a flexible learning environment;
- 5.8 Working knowledge of additional learning support funding
- 5.9 Experience coordinating colleagues, whether as a manager or colleague.
- 5.10 Experience in overseeing and improving systems and processes to ensure resources are managed effectively and services run smoothly.
- 5.11 Continual personal development/training in relation to SpLD and similar.
- 5.12 Experience and understanding of effective strategies in supporting learners with additional learning needs.
- 5.13 A high level of written and oral communication skills.
- 5.14 Proven organisation skills including an ability to work to deadlines and to use a range of software packages.
- 5.15 Ability to develop and train staff
- 5.16 At times, this post may require travel between the 5 campuses in the course of your work, so a willingness and ability to travel is essential.
- 5.17 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 5.18 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.

**Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.