# Job Description

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| **Post Title:**  **Department:** | Full Time- Lead Specialist Assessor and Support for Exams Access Arrangements  Quality |
| **Reports to:** | Vice Principal- Quality and Curriculum |
| **Overall job purpose:** | To demonstrate a high, professional practice in assessment and diagnosis of learning needs and difficulties and provide specialist support. |

**Probationary Period:**  Six months

## Grantham College Mission & Vision

To deliver inspirational vocational, technical, professional, and higher education and training that empowers people, businesses, and the community to achieve their goals.

We will be an accessible, essential, relevant, and trusted partner that delivers improved skills and a love of lifelong learning to:

* Better progression opportunities and careers for our students
* Increase productivity and profitability for employers and
* A thriving local economy and community

## Main Duties & Responsibilities

1. To lead and co-ordinate the team
2. To co-ordinate the support for HE students who are in receipt of Disabled student Allowance (DSA). This could include individuals with a range of disabilities
3. To oversee the Exam Access Arrangements (EAA) for FE students including those with the following needs: cognitive and learning communications and interaction; sensory and physical; social and emotional; medical conditions
4. To conduct exams access arrangement (EAA) assessments by means of a student history interview and the administration of a range of psychometric tests
5. To write reports to the standard required for Exam Access Arrangements
6. To complete EAA annual training and updates
7. To liaise with a wide range if staff across all areas of the College, most notably the Examinations team
8. To assist in the maintaining and monitoring the student referral list
9. To lead on the use of Assistive Technology for Reading and Writing
10. To provide learning needs and difficulties advice and support to tutors, assessors, and difficulties
11. To provide individual and small group support to students identified as having learning difficulties
12. To provide such returns or reports as may from time to time be required by the Manager
13. To carry out other administrative duties in association with a support function
14. To assist in the development of curriculum support materials
15. To ensure safe practices are observed by yourself and others (including students) for whom you are responsible
16. To assist in the marketing of the College provision through attendance at Careers Conventions, Open Days, and other promotional events

## Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

1. To undertake additional duties as required or requested by College management.
2. To take part in approved staff development as part of the College’s Staff Development

Programme. It is mandatory for employees to complete induction training after which you will receive certificates of completion, which will need to be periodically renewed.

1. To ensure the College Health and Safety policies and procedures are adhered to and safe working practices are observed by themselves and others (including students) for whom you are responsible.
2. To take responsibility for safeguarding and the promotion of welfare for students and vulnerable adults within the College.
3. To carry out all duties in accordance with Diversity, Equity and Inclusion policies and procedures.
4. To ensure knowledge on Safeguarding, Diversity, Equity and Inclusion, The Prevent Duty and Data Protection are up to date through the completion of mandatory training.

# Person Specification

Post Title: Lead Specialist Assessor and Support for Exams Access Arrangements

Job post number: LSAS/11.2022

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| **Requirements** | **Essential**  **or**  **Desirable** | **Evidence by:**  **App Form (A)**  **Interview (I)** |
| **Knowledge**   * **Access arrangements assessor** who has successfully completed a post-graduate course at or equivalent to Level 7, for example, Certificate of Competence in Psychometric Testing Assessment Access (CPT3A) - or equivalent.   Or a **specialist assessor** with a current SpLD Assessment Practising Certificate.  Or an appropriately **qualified psychologist** registered with the Health & Care Professions Council.   * Up-to-date knowledge of Exam Access Arrangements including JCQ regulations. * Post Graduate qualification in Specific Learning Difficulties (Dyslexia) or other related area. * Degree or equivalent. | E  E  D  D | A  A  A  A |
| **Skills/abilities – interpersonal**   * Proven ability to interview students in a tactful and sympathetic manner. * Excellent verbal and written communication skills. * Ability to work independently without supervision. | E  D  E | A/I  A/I  A/I |
| **Skills/abilities - other**   * Administrative skills sufficient to monitor and report on student referral list. * Ability to liaise with external agencies and stakeholders including parents/carers. * Ability to meet agreed deadlines and targets. | D  D  D | A  A  A/I |
| **Experience**   * Experience of carrying out and scoring a wide range of psychometric tests. * Experience of detailed report writing. | E  E | A/I  A/I |
| **Work related circumstances**   * Commitment to the promotion of Diversity, Equity and Inclusion * Commitment to the promotion of Safeguarding * Commitment to College mission, vision & core values * Commitment to development of self and others | E  E  E  E | I  I  I  I |

**Essential attributes:** Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the short-listing stage.

**Desirable attributes:** Those which would be useful for the post-holder to possess

Date Prepared: 17/11/2022