

Leeds College of Building

Job Description

POST: **EXAM ACCESS ASSESSOR**

RESPONSIBLE TO: **INCLUSIVE LEARNING SERVICE MANAGER**

RESPONSIBLE FOR:

Main purpose of the post:

To assist the Inclusive Learning Services Manager in administrating the access arrangement process at Leeds College of Building

Responsibilities:

1. To assess examination candidates and process applications for access arrangements
2. To hold evidence supporting the need for access arrangements for inspection purposes for GCSE and GCE qualifications
3. To demonstrate compliance with JCQ regulations and the Equality Act 2010 throughout the access arrangement process
4. To work with the College's Examinations Department to ensure that approved access arrangements are implemented for tests, assessments and examinations
5. To liaise with teaching staff and support students' needs as directed by the Inclusive Learning Service Manager and to ensure that access assessments are carried out in a timely manner
6. To undertake administration duties in relation to the role, keep accurate records and ensure documentation complies with internal and external audit requirements
7. Provide data/information that informs planning and quality assurance processes within the Inclusive Learning Service
8. To contribute to whole college staff training and development through delivery of training and dissemination of information/good practice around working with students with Specific Learning Difficulties/ additional learning needs, including offering an advice and guidance service for students and staff
9. To represent the service and assist in the student recruitment and selection process
10. To take personal responsibility for continual professional development
11. To be aware of and abide by the College health and safety procedures and associated policies
12. To proactively implement the College's policies and procedures
13. To undertake any other relevant duties as directed by the Principal

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date: July 2022	Signature: Sharon Ryan
Issue No: 3	Ref: Jobdesc/Exam Access Assessor

PERSONNEL SPECIFICATION

POST: Exam Access Assessor - Inclusive Learning Services

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of working with students with Specific Learning Difficulties Experience of administering psychometric, attainment and cognitive tests	Experience of assessing students for access arrangements in a school or college setting Experience of working with students with emotional, social and behavioural difficulties Experience of delivering training to staff	Application form & Interview
EDUCATION & TRAINING	Postgraduate qualification in individual specialist assessment at or equivalent to level 7 Teaching qualification GCSE grade A*-C in English Language and Maths or equivalent or willingness to achieve	Positive Behaviour Management Training	Application form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Understanding of the theoretical basis underlying psychometric tests Use of national standardised tests Objective administration of attainment tests Appropriate selection and objective use of cognitive tests The ethical administration of testing Thorough understanding of current JCQ regulations Familiarity with the Equality Act Excellent communication skills Ability to prioritise tasks Ability to work on own initiative and as part of a team.		Application Form & Interview
ADDITIONAL FACTORS	Flexibility to work across different sites Non-confrontational approach Ability to use discretion Professional and caring manner Enthusiastic nature Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.