**Exam Access Assessor**

Service Area/Centre: Student Support and Engagement

Hours: 37 hours per week or 18.5 per week

Salary: £2,4071-£27,843 pro-rata

Reference Number: EAA1/EAA2

Responsible to: Special Educational Needs & Disability Manager

Responsible for: N/A

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The Position

As an Exam Access Assessor, you will be working across all areas of the College, completing Exam Access Assessments for students that have highlighted additional support needs, managing your caseload and prioritising assessments where appropriate.

Main Duties and Responsibilities

1. Assess learner eligibility for Exam Access Arrangements (EAA) and carry out relevant assessments to support the applications made. Complete all paperwork accurately and effectively in a timely manner to meet submission criteria.
2. To promote the assessment process as a positive experience by ensuring learners feel valued, listened to and empowered. Provide a student friendly summary which is clear, concise and practical.
3. Work with the Assessment Team to produce information and self-help guides for learners that enables better understanding and self-management of their dyslexia and Literacy difficulties in everyday life, learning and work.
4. To provide Specialist Teacher reports that identify a range of reasonable adjustments to ensure learners can access to the curriculum. To support the Advisory Teachers to provide advice and guidance to teaching and support staff on how best to support learners.
5. To promote and encourage embedding of reasonable adjustments recommended to teaching and support staff. Complete all necessary paperwork for assessments, maintain up to date individual learner records and other documentation as required to comply with legislation and best practice.
6. Act as the key liaison for the Assessment Team between the SEND Manager and Exams to ensure the college EAA system works effectively. Support Maths, English and Vocational Tutors with information, advice and guidance to appreciate the benefits of applying early for EAA and the importance of returning the “Normal Way of Working” form to support applications.
7. To play an active role in the SAR process, developing the Quality Improvement Plan (QIP) and reviewing how the service promotes disclosures, identifies needs, assesses the impact on learning, puts provision in place, records and monitors progress, carries out interventions and evaluates the effectiveness of ALS.
8. Respond promptly and accurately to enquiries from students, parents, teaching and support staff and outside agencies regarding transition and support arrangements.
9. Keep up to date with CPD requirements and the latest developments and best practice in the post-16 sector in relation to access arrangements and contribute as appropriate to relevant discussions
10. Undertake any other reasonable duties that may be required from time to time by College Management
11. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Author- Siwan Hilton Graham October 2022