

JOB DESCRIPTION

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| Job Title | SpLD Assessor and Exams Access Arrangement Assessor |
| Contract | Freelance |
| Job location | Elm Park Campus, Stanmore |
| Department | Learning Support |
| Reports to | Learning Support Manager |
| Rate of Pay | £35.00 per hour |

Job Purpose:

To ensure that students with identified Specific Learning Difficulties (SpLD) and other additional needs are supported to develop skills and strategies to become independent learners. To ensure that exam arrangements are in place for all learners who require these and are conducted according to JCQ and Awarding Organisations regulations. To raise awareness of SpLD and methods to support learners so that they can meet their full potential.

The successful candidate must have:

- Level 7 SpLD Assessors Qualification or equivalent Exam Access Arrangements qualification
- A teaching qualification at Level 4 or above
- Knowledge of access arrangements and reasonable adjustments
- Experience of supporting students/young people with specific additional needs
- Be highly motivated and possess exceptional organisational skills
- A degree or equivalent qualification

Key Accountabilities:

- Act under the direction and/or supervision of the ALS Management to:
- Plan and deliver additional learning support teaching sessions, developing skills and strategies, for students who have Specific Learning Differences (SpLDs) and/or other learning needs
- Organise, assess, and process Exam Access Arrangements (EAAs) from referral to confirmation
- Liaise with parents and previous education providers to obtain relevant evidence to support Exam Access Arrangements (EAAs)
- Complete EAA assessments using JCQ and other awarding body approved paperwork

- Work with the ALS team and other college staff to ensure all learners who may require appropriate adjustments are identified and supported throughout the process
- Prepare individual support plans and track learner progress
- Work with learners to promote the use of assistive technology, providing training as required
- Develop resources and materials to support learning, working collaboratively to implement innovative practices
- Provide specialist training to staff on SpLDs, assistive technology, and learning strategies and exam access arrangements
- Support exams by delivering access arrangements during exam sessions
- Process EAA applications, including conducting one-to-one and group assessments
- Work collaboratively with the Exams department to ensure EAA applications are processed and secured within the required JCQ or other awarding body deadlines
- Add information to the learners individual learning record and update as required
- Produce any relevant literature or materials to provide learners, parents and wider professionals and understanding of EAA processes on behalf of the college
- Keep up to date and accurate records, for purposes of JCQ audit, ensuring these are noted promptly and efficiently using appropriate College systems
- Provide exams support in accordance with JCQ and awarding body criteria (e.g. invigilation).
- Contribute to the collection and analysis of ALS data to measures retention, achievement, and impact
- To participate in team meetings and contribute to planning, development and review activities, including department review, self-assessment and other College QI procedures
- To contribute to Open Evenings, parents' evenings and similar events as required
- To contribute to the process of student recruitment and enrolment in conjunction with the Central Admissions Units, following completion of appropriate training in advice and guidance
- To work co-operatively with staff and teams in other areas of the college to ensure an effective service to students
- To promote Equality & Diversity and Safeguarding in teaching and learning
- To undertake other reasonable duties as may be determined from time to time by management

General:

- Attend team meetings, College and external events as required.
- Ensure all data is handled in line with General Data Protection Regulations.
- Promote Equality, Diversity and Inclusion and adhere and fully implement the colleges policies and procedures relating to EDI.
- Take personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Monday, 23rd March 2026

Interview Date: Tuesday, 31st March 2026

PERSON SPECIFICATION

JOB TITLE: SpLD Assessor and Exams Access Arrangement Assessor

| Criteria | Essential/ Desirable | Possible source of evidence |
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| QUALIFICATIONS: | | |
| A degree or equivalent qualification | E | Application form/ certification |
| A teaching qualification at Level 4 or above | E | Application form/ certification |
| Level 7 SpLD Assessors Qualification or equivalent Exam Access Arrangements qualification e.g. CPT3A, PATOSS, PAPAA | E | Application form/ certification |
| Maths & English GCSE / Level 2 equivalent | E | Application form/ certification |
| Equality & Diversity Level 2 (or willing to obtain) | D | Application form/ certification |
| Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain) | E | Application form/ certification |
| KNOWLEDGE & EXPERIENCE OF: | | |
| Knowledge and experience of SEND legislation, the Code of Practice and EHCP's | E | <i>Supporting statement/interview</i> |
| A knowledge and understanding of issues associated with developing and providing support to students/young people with additional needs. | E | Supporting statement/interview |
| Knowledge of access arrangements and reasonable adjustments | E | Supporting Statement/ Interview |
| Experience of supporting students/young people with specific additional needs (e.g. sensory impairment, dyslexia, Autism/Aspergers Syndrome) within an educational setting | E | Supporting statement/Interview |
| Experience of effective resource utilisation | D | Supporting Statement/Interview |
| Knowledge on differentiation to ensure a tailored approach to students | D | Supporting statement/ interview |

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| Experience of supporting students/young people and the ability to undertake first line student support tasks | D | Supporting statement/interview |
| Adaptable and can manage a demanding workload effectively | E | Supporting statement/interview |
| SKILLS & ABILITIES: | | |
| Excellent communication and interpersonal skills, with the ability to build positive relationships with students and staff | E | Supporting statement/interview |
| Strong report writing and analytical skills, with attention to detail and clarity | E | Supporting statement/interview |
| Ability to work independently and manage a caseload effectively, while collaborating with wider support teams | E | Supporting statement/interview |
| Strong organisational skills and the ability to meet strict deadlines and exam board timelines. | E | Supporting statement/interview |
| IT proficiency, particularly in using Microsoft Office, assessment software, and student records systems. | E | Supporting statement/interview |