

Capel Manor College

Exams Access Arrangement Assessor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Exams Access Arrangements Assessor
Scale	Teaching & Learning Scales
Grade	Scale 19-35
Responsible to	Team Leader – Exams Access Arrangements
Location	Enfield
Contract	Part time, Permanent

Key Responsibilities:

The key responsibility of the Exams Access Arrangement Assessor is to lead on the assessment, determination and quality assurance of Exams Access Arrangements (EAAs), ensuring full compliance with JCQ regulations while promoting equitable access to assessment for learners with SEND, medical needs or other barriers to learning. The postholder will gather and evaluate evidence, including students' normal way of working, to support recommendations for appropriate access arrangements.

Responsibilities:

1. Conduct specialist assessments for Exam Access Arrangements in line with JCQ regulations
2. Evaluate a range of evidence including diagnostic reports, EHCPs and teaching input
3. Gather, evaluate and maintain evidence of students' normal ways of working in accordance with JCQ requirements
4. Apply professional judgement to determine and recommend appropriate access arrangements such as extra time, reader/scribe support, rest breaks, and assistive technology
5. Produce high-quality, compliant assessment reports
6. Ensure all arrangements meet JCQ standards and are audit-ready through regular quality assurance checks of assessment documentation, evidence portfolios and implementation arrangements
7. Work closely with curriculum teams, student services team and exams staff to ensure effective implementation
8. Provide expert advice on complex or borderline cases
9. Manage a caseload of students requiring access arrangements
10. Produce reports and management information relating to assessment activity, access arrangement outcomes, compliance requirements and service performance
11. Deliver training and guidance to staff on access arrangements and inclusive assessment practice
12. Develop guidance materials and resources, ensuring their compliance to JCQ and College policies
13. Support internal and external audits, inspections and quality reviews (including JCQ, Ofsted and Matrix), ensuring documentation is accurate, complete and readily available
14. Work closely with Exams Office to ensure correct implementation
15. Liaise with external professionals to gather supporting evidence
16. Ensure timely assessment and implementation of arrangements
17. Act as a key contact for curriculum teams
18. Provide clear guidance on eligibility, evidence and processes

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- A recognised Level 7 Access Arrangements Assessor qualification (or equivalent accredited qualification)
- A degree (or equivalent) in Psychology, Education, SEND or a related field

Experience

- Strong demonstrable experience carrying out JCQ compliant assessments
- Experience working within FE, school or similar educational settings
- Proven experience of responding to issues faced by young people and removing their barriers to education
- Experience of managing a caseload of students
- Experience of tracking young people/adults and supporting them through their EAA Assessment
- Proven experience of EAA audit and meeting JCQ requirements

Skills, Abilities and Knowledge

- Excellent understanding of JCQ Access Arrangements and Reasonable Adjustments regulations
- Strong communication skills and the ability to work with a wide range of stakeholders, internal and external
- Excellent organisational skills and the ability to manage a varied caseload
- Confidence in delivering training and supporting staff development
- Excellent MS office skills and operational knowledge of systems relevant to role
- Ability to collect and report data in a timely manner to allow qualitative and quantitative analysis of the quality and impact of the service delivered

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required