**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:** EAA Assessor

**LOCATION:** All CAVC sites

**REPORTING TO:** Specialist SpLD Lecturer & Head of Additional Learning Needs and Wellbeing

**SALARY:** £26,814 - £28,640 pro rata per annum

**KEY RESPONSIBILITIES**

1. To assist the Senior Leadership Team (SLT) in the successful realisation of the College’s vision, mission and plans in delivering a new College that meets its expectations and aspirations.
2. To work as part of, and contribute to, high performing teams.
3. To assist in the proactive development and service delivery to world class standards.
4. To contribute positively to the implementation and monitoring of the College’s vision, mission, values and Operational Plan.
5. To be a champion of change, communication, continuous improvement and empowerment, securing motivation, loyalty and the support of colleagues.
6. To be involved in continually reviewing, improving and optimising the effectiveness and efficiency of your departmental processes.

# KEY ROLES

**Generic Roles**

1. To represent the College with external agencies as required in the performance of duties or as directed by your Line Manager.
2. To achieve agreed targets and performance indicators across all areas of responsibility.

3. To adhere to College policies, particularly those relating to equality and diversity.

4. To adhere to Health and Safety and security measures in accordance with statutory and College requirements.

5. To be a role model supporting College values and corporate management.

6. To actively develop yourself through staff development and training activities and to review your own performance and the performance of those who are responsible to you.

7. To undertake any other duties consistent with the key responsibilities and duties of the post, as directed by your Line Manager.

**Specific Roles**

As an EEA Assessor you will work with learners across the College who have a range of additional learning needs (ALN), learning difficulties and/or disabilities. You will enable these learners to access their education and to achieve and progress whilst at Cardiff and Vale College.

In particular, you will:

1. Liaise with learners, lecturers, tutors, the ALN and Wellbeing Team, Learning Coaches and Exams Team, external parents/carers and previous educational establishment to ensure that information on previous support and exam access arrangements (EAA) is collated and support recommendations are shared.
2. Provide support for lecturers to enable them to refer learners for EAA and provide the necessary background evidence of ‘normal way of working’ to support the application.
3. Carry out appropriate psychometric testing, one to one or in groups, in a valid way and write comprehensive and accurate JCQ Form 8 reports, or collate evidence and write Detailed File Notes, as appropriate, to support the application of exam access arrangements.
4. Liaise with awarding bodies to apply for EAA and ensure that processes for requesting arrangements are followed as required by individual awarding bodies.
5. Attend coordination and standardisation meetings as required and ensure that requirements and exam deadlines are met.
6. Store securely and maintain accurate records relating to EAA applications and outcomes and ensure that information is recorded accurately, and in a timely manner, onto centralised systems.
7. Liaise with the Assistive Technology Lead to support students in using assistive and learning technologies and specialist software in exams, such as scanning pens and Read&Write.
8. Contribute to the development of referral and assessment procedures and resources and disseminate best-practice within the EAA Team.
9. Support staff development and training across the College to raise awareness of exam access arrangements.
10. Participate in other duties as required, such as attending ALN case management meetings, initial interviewing, screening learners, coaching and mentoring ALN Learners on a one-to-one or small group basis and maintain accurate records.
11. Contribute to and support the departmental Quality Improvement Plan (QIP) and Self-Assessment Report (SAR) and key performance indicators (KPIs)

1. Be aware of and work within and respond to national changes in policy, guidelines, regulations and legislation relating to ALN (Additional Learning Needs and Educational Tribunal (Wales) Act 2018, reasonable adjustments (Equality Act 2010) and awarding body requirements.
2. Encourage and actively seek the views and feedback of learners and other stakeholders.

**Every Job Description will be subject to review:**

1. Within six months of appointment.

2. Thereafter on an annual basis.

3. As a result of agreed staff development / personal development needs.

4. As a result of team / operational requirements or strategy changes.

**PERSON SPECIFICATION AND JOB COMPETENCIES**

**1. Qualifications**

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| * Post Graduate course at or equivalent to Level 7, including at least 50-100 hours relating to individual specialist assessment.
* A teaching qualification
* A Basic Skills Qualification (or a willingness to complete within 12months of commencing this role)
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**2. Previous Experience and Job Knowledge**

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| * An understanding of JCQ regulations related to EAA and ALN legislation
* Knowledge and requirements of qualifications generally used in the FE sector
* Experience of conducting diagnostic assessments and preparing reports for exam access arrangements
* Experience of working with ALN learners in a school/FE setting
* Experience of using IT assistive technology as a tool to support learning
* Knowledge of the Equality Act 2010 and Additional Learning Needs and Education Tribunal (Wales) Act 2018
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**3. Skills (Competencies and Aptitudes)**

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| * Good interpersonal skills and the ability to work as part of a team
* Demonstrate a flexible and innovative approach to supporting students
* Good organisational skills
* Good IT skills
* Good time management
* Be able to work on own initiative
* Be able to work under pressure and meet deadlines
* Ability to speak Welsh
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**4. Additional Requirements**

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| * Enthusiasm
* Acts with honesty and integrity
* Flexible
* Positive attitude
* Commitment to Equality and Diversity
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