

#### **Person Specification**

**Exams Access Arrangements Assessor**

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|  | **Essential** | **Desirable** |
| **Qualifications/Experience** |  |  |
| * Level 7 qualification recognised by JCQ for assessing exam arrangements | **\*** |  |
| * Level 5/6 SpLD or teaching qualification (or equivalent in a relevant discipline) | **\*** |  |
| * Relevant experience | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent) | **\*** |  |
| * Level 2 qualification in Mathematics (GCSE or equivalent) | **\*** |  |
| * IT literate equivalent to Level 2 | **\*** |  |
| * Relevant and current experience of applying exam access requirements in line with JCQ guidelines | **\*** |  |
| * Understanding of the needs of learners with ALN | **\*** |  |
| * Experience of working with young people with ALN, disabilities and complex needs | **\*** |  |
| * Knowledge of the Additional Learning Needs Educational Tribunal (Wales) Act and the ALN Transformation Agenda for Wales | **\*** |  |
| * Experience of multi-agency liaison | **\*** |  |
| * First Aid certificate\* (training provided)\* | **\*** |  |
| * Fire Marshal qualification\* (training provided)\* | **\*** |  |
| * SpLD Assessment Practicing Certificate (APC) (recognised with BDA, Patoss or Dyslexia Guild) |  | \* |
| * Experience of working with young people within the Post 16 Education/Higher Education sector |  | \* |
| * Knowledge and experience of using current assistive technology available to support learners with additional learning needs and disabilities |  | \* |
| **Circumstances** |  |  |
| * Able to travel as necessary in order to fulfil the requirements of the post | **\*** |  |
| * Able to work flexibly (including early mornings, evenings and weekends) | **\*** |  |
| **Personal Skills** |  |  |
| * Excellent literacy / numeracy / note-taking skills | **\*** |  |
| * Excellent listening skills | \* |  |
| * Excellent organisational skills | **\*** |  |
| * Able to work to deadlines including external deadlines | **\*** |  |
| * Good networking skills and the ability to build and develop effective working partnerships | **\*** |  |
| * Able to work independently | **\*** |  |
| * Able to prioritise work | **\*** |  |
| * Self-motivated and able to use own initiative | **\*** |  |
| * Able to respect confidentiality | **\*** |  |
| * Able to exercise sound judgement | **\*** |  |
| * Able to work in different learning environments/in a variety of settings | **\*** |  |
| **Interpersonal Skills** |  |  |
| * Able to foster good working relations with staff and learners | **\*** |  |
| * Able to work as part of a team | **\*** |  |
| * Able to motivate others | **\*** |  |
| * Excellent communication skills – verbal and written | **\*** |  |
| * Empathetic to learners needs in relation to support and personal care | **\*** |  |
| * Able to communicate in Welsh |  | **\*** |
| **Personal Attributes** |  |  |
| * Commitment to Quality | **\*** |  |
| * Commitment to Continuous Professional Development | **\*** |  |
| * Commitment to Diversity | **\*** |  |
| * Commitment to Health and Safety | **\*** |  |
| * Empathetic | **\*** |  |
| * Professional | **\*** |  |
| * Reliable | **\*** |  |
| * Adaptable | **\*** |  |
| * Diplomatic | **\*** |  |
| * Shows initiative | **\*** |  |

\* Candidates who do not hold a qualification on appointment will be considered. However, if successfully appointed they will be required to undertake the qualification within 12 months of appointment.