

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

**Exam Access Arrangements Specialist Assessor (22.2 hours per week, term time over 39 weeks per academic year)**  
**Additional Learning Support**  
**Ref: VBSS21.28a**

## 1. The Appointment

The Dyslexia team supports learners across all college based provision from entry level to Higher Education.

The ideal candidate should have experience and knowledge of dyslexia support and assessment of learners for exam access arrangements with excellent communication and team working skills. You will work closely with the Dyslexia Coordinator, advising staff and teaching learners across the college. In addition you will have recent, relevant experience and hold a level 7 qualification in assessing learners for exam access arrangements.

This role is to undertake the specialist assessment of learners for exam access arrangements.

This post presents a genuine opportunity in the area of Additional Learning Support and would suit an individual who is flexible in their approach, highly motivated and passionate about additional needs.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

## 2. The Post

### 2.1 Main Duties and Responsibilities

- a) To complete appropriate screening and assessments following referrals from the Dyslexia Co-ordinator, and complete all relevant paperwork for quality monitoring and audit purposes.
- b) To EAA assess a specified number of learners per week relative to the contracted hours and agreed with the Dyslexia Co-ordinator.
- c) To accurately complete and submit Exam Access Arrangement paperwork in accordance and compliance with JCQ guidelines and WNC requirements.
  - a) To support the use of specific dyslexia resources e.g. software.
  - b) To support teaching staff working with learners, advising on strategies and normal ways of working
  - c) To facilitate practice in the use of special examination arrangements e.g. reader/scribe when required.
  - d) To support staff development around dyslexia, literacy and exam access arrangements.

- e) To contribute to the continuous development of the Dyslexia Support Team.
- f) To contribute to and maintain all documentation associated with tracking and funding of support.
- g) To keep up-to-date with ALS initiatives and with developments in the area of dyslexia and EAA.
- h) To implement quality procedures contributing to thorough, evaluative support reviews which feed into curriculum reviews and the self-assessment process.
- i) To contribute to the accurate collection of data around support.
- j) To perform any administration tasks as required within your role as deemed necessary.
- k) To be learner centred, enthusiastic and committed to working flexibly as part of the ALS Team.
- l) To attend team meetings, contribute towards the planning, development and evaluation of the service.

## 2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- b) To apply the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Cert Ed/PGCE or relevant training/teaching qualification		✓
Hold a current Level 7 SpLD (with Exam Access Arrangements) or equivalent Exam Access Arrangements qualification	✓	
Literacy training		✓
English to at least level 2	✓	
Maths to at least level 2	✓	
IT qualifications/experience	✓	

	Essential	Desirable
Additional qualification at level 3	✓	
<b>Experience</b>		
Recent and evidenced experience of assessing students for exam access arrangements	✓	
Evidenced experience of producing support plans, assessment reports and Form 8's	✓	
Recent and relevant experience within an education setting	✓	
Evidenced experience of delivering staff training sessions		✓
Evidenced experience of providing support to learners, at all levels and across a range of vocational and academic programmes		✓
<b>Skills /Knowledge</b>		
A sound knowledge of the specialist area of exam access arrangements	✓	
Ability to assess and recommend packages of support	✓	
Excellent communication, inter personal and presentation skills and the ability to influence others and build positive relationships	✓	
Ability to plan and prioritise	✓	
Ability to work as part of a team to achieve common objectives	✓	
Good working use of IT	✓	
<b>Qualities/ Approach linked to college values</b>		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Positive, Flexible, adaptable and approachable	✓	
Set high professional standards for one's own practice and high expectations for learners	✓	
Ability to work as part of a team	✓	
A highly professional attitude and calm approach to problem solving	✓	
Willing to undertake training, as required	✓	
Patience	✓	
Empathy	✓	
Excellent communication and interpersonal skills	✓	

#### 4. Position within the College

The post holder will be part of the Additional Learning Support Team and report directly to the Dyslexia Co-ordinator.

#### 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services Term Time Contract.
- b) The salary will be £26,654 per annum (pro rota for part time and term time).
- c) You will be required to work 22.2 hours per week over 3 days (Monday, Tuesday, and Friday). The term time weeks include working February half term.

- d) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- e) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Monday 30<sup>th</sup> August 2021**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**