



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A196
Job Title	Trainee Specialist Assessor- Exam Arrangements
Salary	Whilst undergoing training: £24,971.43 - £26,159.48 pro-rated Post qualification: £24,971.43 - £31,501.13 per annum
Contract Type	Permanent, TTO, 37 hours per week, 38 weeks per annum.
Campus	Cheltenham/Gloucester/Forest
Department	Inclusion Team
Reporting To	Head of Inclusion and Cross College High Needs
Holiday	A paid annual leave entitlement of 7 weeks (pro rata) is incorporated into your salary.
Pension	Peoples' Pension – 4% or 5% matched

About the Role – Meet the Team

The Inclusion team provides effective support to assist students in achieving positive outcomes whilst developing independence, resilience and employability. We can assist students with a range of various learning differences and/or difficulties across all academic levels at college.

We have a range of support available within Learning Support that includes:

- Robust transition opportunities and planning to support joining and leaving the college
- Holistic assessment of additional needs to develop effective support plans. Support is reviewed throughout the year
- EHCP annual reviews, as well as supporting students with My Plans, My Plan + and SEN Profiles
- Support in-and-out of timetabled sessions from experienced Learning Support Assistants and SEND Intervention Mentors
- Trained and experienced staff to support a broad range of additional needs, including but not limited to Autism Spectrum Condition, Dyslexia, Dyscalculia, Dyspraxia and ADHD
- Coaching and support to utilise assistive technology and software to assist learning
- Appropriate exam access arrangements and reasonable classroom adjustments
- Other support includes Personal Emergency Evacuation Plans (PEEP), personal/intimate care and medication support if required.

Our settings are safe, specialist facilities, thoughtfully designed to support students with a collaborative approach to education, meeting their educational and other individual needs. Our team is based across all three campuses and a range of working patterns are available depending on student need and timetabling.



About the Role – Duties and Responsibilities

- Work towards the successful completion of the Level 7 Assessing for Access Arrangements Qualification
- Carry out and complete robust assessments to establish learning needs and recommend Exam access arrangements for learners with Education Health and Care plans, specific medical needs or those that require centre delegated arrangements recording and completing supporting documents as required. Perform thorough assessments to identify the specific learning needs of learners with Education Health and Care plans (EHCP), specific medical needs, or those requiring centre-delegated arrangements.
- Complete required evidence documentation to support learners' access arrangements, adhering to statutory guidance and regulations
- Collaborate with the administration team to identify learners requiring assessment using standardized tests, referring to Specialist SEND Assessors when necessary
- Keep up to date with JCQ regulations and ensure specified evidence and paperwork meets a high standard and is stored in the correct manner.
- Facilitate initial assessment process for learners with additional support needs, to provide robust rationale for support and risk-rating of learners following screening.
- Work within the parameters of a weekly caseload, to ensure the timely assessment of learners and dissemination implementation of access recommendations.
- Apply robust and valid assessment methods in order to produce reliable and sufficient evidence to support recommendations for reasonable adjustment and access arrangements.
- Be able to signpost learners to services which will support them with their applications for Disabled Students' Allowances (DSAs).
- Use transition, application and pre-enrolment information to plan and effectively manage caseloads with a risk-based systematic approach.
- Identify learners with an S139a or EHCP and ensure accurate recording and notification.
- Record assessments against individuals in accordance with auditable requirements.
- Work in line with finance business partner requirements, when recording support, to adhere to funding claim guidance and maximising opportunities.
- Share information relating to assessment outcomes and recommendations with academic, learning support and student support teams ensuring the information is recorded timely and accurately onto centralised systems (ProMonitor).
- Liaise with external agencies and parents / carers, as required, to effectively share information as necessary.
- Explore, develop and use resources, teaching and learning strategies and digital technology within own practice and disseminate best-practice within the team and wider College community.
- Be aware of, work within and respond to national changes in policy, guidelines, regulations and legislation relating to SEN, reasonable adjustments (Equality Act 2010) and exam board requirements.
- Support with open events and other marketing activities as requested
- Support the Head of School for SEND in driving the departments Self-Assessment Action Plan forward, promoting awareness of the department and ensuring colleagues are aware of the requirements of the referral process
- Actively contribute and support the departmental Quality Improvement Plan (QIP), Self-Assessment Report (SAR) and key performance indicators (KPIs).



About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About You

Our Shortlisting Criteria

Essential	– Mandatory qualification to be undertaken and supported by the College, Level 7 Specialist Assessor qualification for exam access arrangements, fully funded, one study day per week, whilst studying – Teaching Experience – 1:1 assessment of learners with additional learning needs – Knowledge of JCQ and exam board regulations and requirements relating to access arrangements and reasonable adjustments or willingness to learn – PGCE, DTTLS, Certificate in Education (equivalent or willingness to undertake) with QTS or QTLS – To undertake Equality and Diversity and Safeguarding training
Desirable	– A Level 5 or Level 7 qualification in SpLD e.g. RSA / OCR or MA SEN (SpLD) or working towards – Using assistive technology to support individuals with communicating, accessibility and independence – Coaching / Mentoring



The Perfect Person for us will demonstrate

Abilities	– Able to make decisions under pressure in emergency situations – Excellent communication skills - ability to communicate with a diverse range of people – Excellent telephone manner – Capable of working with minimum supervision – Able to work to high standards and stay calm under pressure – Willing and able to deal with difficult customers – Able to organise time effectively with a varied workload. – Ability to work accurately (attention_to_detail)
Job Circumstances	– Able to travel between college sites – Undertake any additional training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

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Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions,





convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.