

#### **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.