

Specialist Examinations Assessor

Department	Children, Young People, Education and Skills	
Section	Education	
Reports to	Special Educational Needs and Disability Co-ordinator (SENDCO)	
JE Ref	CYP1089	
Grade	CS10	JE Date: 06/07/2022

Job purpose

To co-ordinate and complete the assessments of students for their Examination Access Arrangements, complete relevant examination paperwork and make recommendations for teachers and administrators to follow.

Job specific outcomes

To co-ordinate, structure and manage the referrals for Examination Access Arrangements assessments of students with suspected specific needs and prioritise those students for individual meetings and assessments in order to meet the relevant deadlines of JCQ, IB and LIBFs examinations.

To produce lists and update the SENDCo with statistical analysis of students with Exam Access Arrangements.

To assess students using an extensive range of standardised assessment tools and produce diagnostic written reports outlining the findings of the assessments and make unique recommendations for each student from the correct application of approved assessments.

To communicate recommendations with the SENDCo, teachers, parents, students, plus other stakeholders as needed and complete and monitor all Form 8 documentation for Exam Access Arrangements.

To work within the parameters of the Joint Council Qualification (JCQ), International Baccalaureate (IB), London Institute of Finance (LIBF) regulations, continue to monitor changes in the regulations and update the SENDCo.

Update SEND Register with Exam Access Arrangements information after discussion with the SENDCo.

Advise teachers and other school professionals on Access Arrangements and regulations.

Advise the Examinations Officer of Exam Access Arrangements.

To ensure assessment resources remain current for use as assessment tools.

The outcome of the post is that students are correctly provided with suitable Access Arrangements for public examinations from the correct application of the JCQ, IB and LIBF rules and procedures.

The post holder has responsibility for fully implementing and following JCQ, IB and LIBF regulations to ensure the school keeps its' licence to be an exam centre.

Be responsible for their own Continuing Professional Development (CPD) in order to continually deliver an outstanding service which promotes JCQ, IB and LIBF best practices. This will include attending UK training courses.

Statutory responsibilities

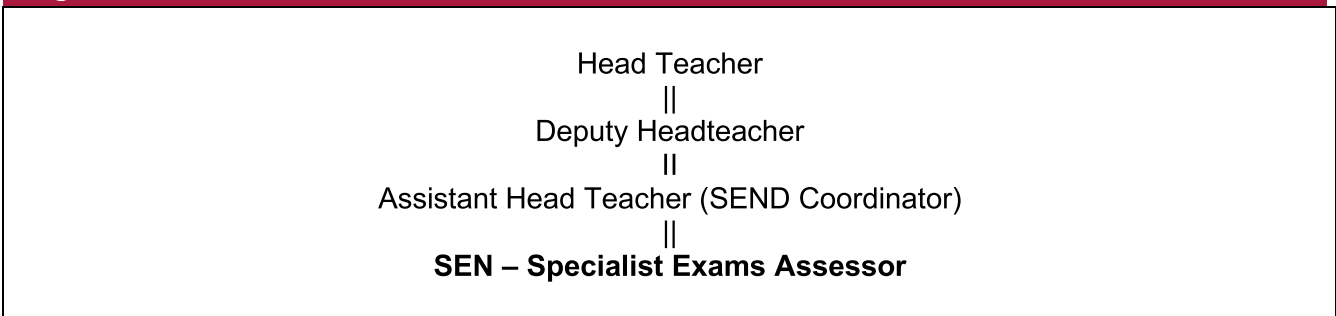
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to Degree Level.</p> <p>CPT3A (Level 7 qualification) and an Associate member of the British Psychological society</p> <p>Access Arrangements Course or required qualification to enable enrolment onto this course as outlined on the below link: https://realtraining.co.uk/access-arrangements-course-aac</p>	
Knowledge	<p>Understanding of examination systems within a secondary school.</p>	<p>Knowledge of JCQ, IB and LIBF regulations. Knowledge of a range of SEN. Knowledge and application of a wide range of assessment tools for assessment.</p>
Technical / Work-based Skills	<p>Ability to to write reports with precision and clarity. A good level of numeracy. Excellent computer literacy.</p>	
General Skills/Attributes	<p>High level written and verbal communication skills. Sensitivity to the individual needs of students. Commitment to meet all deadlines relating to access arrangements. Commitment to practice JCQ IB and LIBF best practices and take ownership of continual professional development.</p>	
Experience	<p>3 Years experience of working in a secondary school environment either as a Teacher or other student focused position.</p>	

	Experience of assessing students for access arrangements or experience of working with SEN students.	
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Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.