

JOB DESCRIPTION

Job Title: **AARA - Access Arrangement and Reasonable Adjustments**

Job Purpose: To undertake relevant screening and assessment activities for learners with SpLD and SEND to determine the level of support and reasonable adjustments required for examination purposes, meeting the requirements of the Joint Council for Qualifications in respect of Access Arrangements and Reasonable Adjustments.

Reports to: Head of Specialist Learning Support

Main Tasks and Duties:

- To accurately and efficiently screen and assess students with specific learning difficulties and disabilities for exam access arrangements
- To complete timely and accurate reports for individual learners that determine the suitability of exam access arrangements across a range of levels and various types of assessment
- To produce appropriate formal documentary evidence to enable eligible students to access special examination arrangements to meet the requirements of JCQ
- To develop and maintain close liaison with a wide range of staff across the college, both academic and administrative/support staff, in order to ensure students receive suitable support as determined by assessment
- To advise colleagues where necessary on the learning support needs of students with specific learning difficulties and disabilities and the most effective ways of providing for these
- To organise and deliver training and awareness-raising sessions for staff across the college as required
- To evaluate the effectiveness and impact of the service provided through the compilation of an annual report; to include the analysis of retention and achievement of students supported, by identified need, in comparison with other students
- To attend team meetings and deliver internal college training for colleagues as and when required
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College
- To undertake an appropriate programme of professional development and maintain competence to ensure that technical knowledge and skill levels are maintained in line with most up to date professional guidance from JCQ/PATOSS
- To work co-operatively as a member of the Learning Support team and to actively promote its services to students' parents/guardians and any other relevant stakeholders, through attendance at progress evenings and open events as required

Duties Expected of All College Staff:

- To promote an active commitment to equality and diversity, PREVENT and British Values.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.

- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To represent the college at events including College Open days.
- To regularly review, adapt, and improve systems and procedures.
- To support the College's commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the College's approach to sustainability.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the College operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Postgraduate Diploma in Dyslexia / Specific Learning Difficulties • Recognised qualification in specialist assessment support / tuition at Level 5 or above • PATOSS Professional Practicing Certificate • English and Maths Level 2 	<ul style="list-style-type: none"> • PGCE or equivalent teaching qualification • Active member of relevant professional associations eg. PATOSS, BDA, ADSHE, Dyspraxia Foundation
Knowledge	<ul style="list-style-type: none"> • High level of technical knowledge of a range of specific learning difficulties and disabilities • Detailed knowledge of the requirements of the SEND Code of Practice • Clear understanding of the impact of the Equality Act 2010 in relation to this role • Clear understanding and knowledge of current relevant legislative and regulatory frameworks within the FE/HE sector eg. JCQ, DSA 	<ul style="list-style-type: none"> • Knowledge of high needs funding methodologies and financial support available to students via DSA and Access to Work • Knowledge regarding recruitment and admission of students with SEND in FE
Skills	<ul style="list-style-type: none"> • Able to interpret assessment results accurately and efficiently • Clear and effective report writing to level required for exam access arrangements and DSA applications • Competency in using a range of information technology and software and assistive technology • Excellent interpersonal and communication skills; ability to motivate others • Able to collect and maintain accurate and timely records 	<ul style="list-style-type: none"> • Ability to contribute to achieving cultural change

	<ul style="list-style-type: none"> • Very good use of Microsoft Office and 365; able to demonstrate practical application of all packages • The ability to produce appropriate resources to meet individual learner needs • Ability to work alone or as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> • Understanding of, and empathy with the needs of students with a range of specific learning difficulties • Flexible and positive outlook • Ability to manage own workload and work under pressure when necessary • Willingness to deliver effective training and awareness-raising sessions to staff across the college 	<ul style="list-style-type: none"> • Keen to embrace and deliver change
Other requirements	<ul style="list-style-type: none"> • Prepared to work flexibly to meet work requirements • Willingness to travel between campuses • Clean, UK driving license with own car 	

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Access Arrangement and Reasonable Adjustments** at Weymouth and Kingston Maurward College.

The College recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

Signed:

Print Name (Block capitals):

Date: