

## REIGATE COLLEGE

### Job Description for an Exam Access Arrangements Assessor

Name:

Responsible to: SENCO

Job Purpose: To assess new, and reapply existing, Exam Access Arrangements for students in line with JCQ guidance

#### Job Responsibilities:

#### 1 Exam Access Arrangements (EAAs)

- To assess students using appropriate diagnostic assessments to determine eligibility for EAAs in line with JCQ guidance
- To collect evidence from students, professionals, schools, teachers and other stakeholders, and coordinate the completion of the necessary administration for students with existing EAAs to be reaccredited
- To make recommendations to teaching staff about students' learning support needs relating to their EAAs
- To explain to students how their confirmed EAAs work in practise
- To ensure that the necessary documentation is up to date and available for JCQ inspection
- To develop and improve processes and systems relating to EAAs
- To ensure that new and existing EAAs are clearly communicated to relevant stakeholders
- To work closely with the Exam Access Arrangement Coordinators, SENCO, MIS and Exams Teams to ensure all EAAs are in place for all internal and external assessments/exams

#### 2 Learning Support

- To support and guide students to reflect on their own learning, identifying support and strategies they could use to progress their learning
- To respond to queries from stakeholders in a timely manner in accordance with the College's Communication Policy
- To support the work of the Learning Support Department as required

#### 3 Data Processing and Policies

- To update College systems in relation to EAAs and any other relevant SEND information
- To ensure all data is held securely and processed in accordance with GDPR
- To ensure compliance with College policies and procedures
- To regularly review and suggest changes as necessary to the SENCO for policies relating to EAAs

#### 4 Training and Development

- To maintain valid qualifications relating to EAAs in line with JCQ guidelines
- To keep up to date with:
  - JCQ requirements
  - Changes in compliance, regulations and statutory requirements
  - Current and new psychological assessment methods
  - Legislation including the Equality Act (2010)and ensure these are effectively disseminated to staff within the Department and across the College as appropriate
- To provide training for staff as necessary to ensure EAAs are the current way of working and that the required standards are being met

#### 3 General

- To work flexibly at key times of the year in accordance with the operational needs of the College in agreement with the SENCO and the Principal
- To assist in the operations of examinations including exam invigilation and safeguarding of students
- To ensure all work is conducted in accordance with College policy and GDPR
- To participate in several activities including, but not limited to:
  - All Open Evenings
  - Introductory Day
  - Choices Day
  - Induction Day
- To provide administrative support in other areas of the College as required
- To carry out all duties and responsibilities with due regard for health and safety in accordance with College policy and relevant legislation
- To undertake any other particular duties which may be reasonably assigned to you by the SENCO Team or Principal from time-to-time.

**This post requires occasional evening work for student interviews, Open Evenings etc. Time off in lieu will be given for any additional hours worked for evening activities.**

## **Person Specification**

### **The person appointed will be expected to have:**

1. An awareness of and responsiveness to, the needs of students in the 16-19 age range and the ability to form good relationships with them.
2. A general awareness of the strategic direction of the College and an understanding of the environment in which it operated.
3. A teaching qualification or be a HCPC registered psychologist.
4. An appropriate qualification to enable the post holder to carry out Exam Access Arrangement Assessments in accordance with JCQ regulations.
5. A comprehensive understanding of the current edition of the JCQ publication Access Arrangements and Reasonable Adjustments and the principles, procedures and accountabilities involved.
6. A good awareness of the statutory requirements to support learners with additional needs including EHCPs.
7. Excellent organisational skills, together with a willingness to be flexible and adaptable, according to the priorities of the College at any time.
8. Excellent people skills and an ability to work constructively within a professional partnership with other staff and students, and to establish a good rapport with a range of client groups.
9. Experience of working with students aged 16-19 and an understanding of and empathy with the needs of young adults.
10. A high level of discretion and confidentiality when dealing with sensitive data held in the databases and associated systems in accordance with GDPR.
11. Excellent organisational, interpersonal and IT skills (particularly knowledge of Microsoft Office including Outlook and Excel).

12. Excellent verbal and written communication skills with excellent attention to detail.
13. A knowledge of the 16-19 curriculum.
14. The ability to learn new systems and procedures quickly and implement them effectively.
15. The ability to stay positive and meet deadlines even when working under pressure.
16. The ability to work constructively as part of a team or as an individual.
17. The ability to prioritise and manage workload and respond to complex demands.
18. The ability to use one's initiative and work without direct supervision.
19. The ability to multi-task in a busy working environment.
20. A commitment to personal development, training and equality of rights and opportunities.
21. Confidence in tackling unfamiliar situations and enthusiasm for learning new skill demands where appropriate.

May 2026  
NJC

Signed:  
Post Holder

Date:

Signed:  
SENCO

Date: