PERIPATETIC SPECIALIST SUPPORT & EXAM ACCESS ARRANGEMENT ASSESSOR (TRAINEESHIPS & EMPLOYABILITY)

SALARY: CIRCA £16K-18K (0.5 FTE), PLUS PENSION AND PERFORMANCE-RELATED PAY

LOCATION: COLLEGE SITES AND TRAVEL TO VARIOUS LOCATIONS

Are you an experienced Exams Access Arrangement Assessor looking for a new role that combines initial assessment for support with exams assessment in a growing and expanding company? Do you want to work in a friendly and vibrant team? If you are interested in this position, please apply today.

JOB PURPOSE

You will be responsible for interviewing trainees who have declared a learning difficulty or disability. You will recommend support strategies to tutors and may, on occasions, deliver some of that support. You will also be responsible for assessing students who require exam access arrangements across the provision.

BENEFITS

- £16K-£18K basic salary (0.5 FTE)
- Contributory Pension Scheme
- Participation in group-wide Performance Related Pay (PRP) scheme

ROLE AND RESPONSIBILITIES

- Interview and complete supporting documentation for learners who have declared a support need across the provision
- Coordinate additional learning support for learners
- Coordinate and report on progression and achievement data
- Assess learners for exam access arrangements at the site of delivery
- To complete approval and application forms as required
- Liaise with the Exams Office to ensure that exam arrangements are in force.
PERSON SPECIFICATION

- Strong communication skills
- Experience of specific learning difficulties and physical impairments
- Experience and knowledge of EHCP
- Experience of working within JCQ guidelines relating to exam access arrangements
- Holder of a current SpLD assessment award-practising certificate.

WHO WE ARE

Hart Learning & Development (Hart L&D) is a progressive, national learning and development business that helps businesses to improve and grow.

At Hart L&D, we encourage businesses of all sizes to think about how they engage with emerging talent across three distinct phases:

- The engaging phase is about businesses building a relationship with their future workforce, working with young people to inform and inspire them about careers in their sector and providing them with invaluable experience.
- The training phase is about how businesses attract and train young people through apprenticeship, graduate trainee and other programmes.
- The progressing phase is about how businesses retain and help their talented employees to progress in their business through e.g. higher level apprenticeships, professional development and future leaders’ initiatives.

We deliver apprenticeships, traineeships, professional qualifications and apprenticeship levy advice to businesses of all sizes.

We are currently working towards an ambitious five-year strategy. To realise our strategy, we need the best people around. We’re building an amazing team, all of whom share our passion, pace and commitment to helping businesses improve and grow, and getting young people where they want to be in life.

TO APPLY

- To apply please send a CV and one-page cover letter to recruitment@hartld.co.uk

SAFER RECRUITMENT STATEMENT

Hart Learning and Development is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK.