

## JOB DESCRIPTION

<b>Post:</b>	Exams Assessment Advisor - Penwith
<b>Responsible to:</b>	Examinations Officer
<b>Salary:</b>	Full Time (37 hours per week), Term Time (38 weeks per annum) £22,739 - £25,327 pro rata, (£19,227 - £21,415 per annum) Scale 4, Point 21 – 24 £25,888 - £27,557 pro rata, (£21,889 - £23,301 per annum) Scale 5, Point 25 – 28 (if SPLD level 7 Qualifications are achieved)
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service.
<b>Main Purpose of Job:</b>	To offer an outstanding level of support to students throughout the college to support their learning.
<b>Specific Duties:</b>	<p>To assess students with additional learning needs using standardized psychometric assessments.</p> <p>To complete documentation for students requiring special examination access arrangements.</p> <p>To maintain student records using the correct College systems and processes.</p> <p>To liaise with the Exams team and Learning Services team regarding the booking system for examination and additional learning support assessments.</p> <p>To liaise with teaching staff and students regarding examination access arrangements, general enquiries and normal ways of working.</p> <p>To liaise with teaching staff when necessary to promote the service and to share information regarding individual learners.</p> <p>To provide statistics and management information related to the services provided.</p> <p>When requested deliver appropriate staff training to colleagues across the College community.</p> <p>Responsibility for the administration of evidence gathering and awarding body applications for students with additional learning needs and/or medical needs affecting examinations across the college.</p> <p>To support other members of the exams team and provide cover in their absence.</p> <p>To assist in the review of examination procedures</p>

Exams Assessment Advisor - Penwith Sept 2023

**General Requirement:**

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises, and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

Ideally, the person appointed will have the following skills and experience:

- A first degree in Psychology conferring the Graduate Basis of Registration of the British Psychological Society (for more information and to confirm that your degree confers eligibility for the GBR, visit [www.bps.org.uk](http://www.bps.org.uk)) or a specialist teaching qualification with a current SpLD practicing certificate.
- Experience of, or interest in developing skills in, psychometric and psycho educational assessment.
- The ability to communicate well with students and to facilitate learning.
- Excellent administrative and organisational abilities.
- A high level of awareness of issues within in education and learning support, as well as knowledge of barriers to learning.
- Excellent interpersonal skills in dealing with staff, students and members of the public.
- The flexibility and willingness to encompass and support new developments in both the curriculum and organisation of the College.
- A high level of Information Technology skills, as the role will require the use of a number of systems.
- Experience of working in an environment where sensitivity, empathy and patience are required.
- Be a committed team member, willing to support and collaborate with colleagues.
- A commitment to continued professional development, and to expanding knowledge and sharing best practice.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.