

Job Title Lead Specialist Assessor and Learning Support Teacher

Reports to Head of Learning Support/SENDCo

Job Purpose

The role of the Lead Specialist Assessor is to oversee and maintain the assessment process with both internal assessments done by the Learning Support team and external assessments, to conduct internal specialist teacher assessments and baseline assessments (i.e. LUCID), to oversee the administration aspects of access arrangements, to provide training to support to pupils on how to use confirmed access arrangements. The Lead Specialist Assessor will also act as a Learning Support Teacher, and where needed, teach pupils with special educational needs and/or disabilities. This role will be working within a dynamic and forward-thinking department alongside other highly trained and enthusiastic staff members.

Key Tasks and Responsibilities

- Conducting assessments/screens (number of weekly assessments will depend on referrals and time of year). This process includes, but is not limited to:
 - Administration work before an assessment;
 - Administration work after an assessment;
 - Meeting with the pupil for assessment feedback and provide training as to how a pupil will use their access arrangements, if they qualify;
 - Liaising with Head of Learning Support and/or House Master about further support needed in some scenarios;
 - Assessments, such as Access Arrangements Assessment, Handwriting Assessment, F Block (year 9) and New Boy LUCID Assessment, C Block (year 12) Review Assessments, or Bespoke Update Assessments.
- Regular monitoring of new referrals which will be discussed in a weekly meeting with the Head of Learning Support.
- Oversee tracking, allocation and administration of internal assessments and external assessments.
- Understand JCQ and CIE regulations and advise the wider Learning Support department on these. This includes keeping abreast of any annual changes.
- Oversee and complete Form 8, Form 9 and Continuation paperwork, which will involve liaising with the Head of Learning Support and Exams Office.
- Running half-termly reports on Access Arrangements data.
- Lead on assessments allocated to other internal Specialist Teacher Assessors and check their assessments before they are shared with the Head of Learning Support.
- Organise and run Assessment Team meetings biweekly.
- Oversee the administration and use of Literacy Screening Assessment (LUCID Exact) and collecting and where appropriate using the data from MIYDIS or other baseline assessments done by the school (liaising with Director of Studies).
- Review paperwork of incoming pupils to recommend update assessments following discussion with the Head of Learning Support and oversee any agreed actions.
- Regularly review and adjust the referral, evidence collection, confirmation of access arrangements form, internal assessment and tracking process and paperwork.

Last Updated: June 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Provide addendum letters for university transition post A Levels, where needed.
- Liaise with a range of people in order to best support pupils, including House Masters, Subject Masters, Tutors, our Stephenson Centre for Wellbeing and parents.
- Work with subject departments to develop our approach to progress tracking and evidence collection to inform when threshold is met for a referral Learning Support for a possible assessment.
- Teach Learning Support lessons as required, which will include teaching a range of pupils from years 9-13 (mostly in small groups but sometimes 1:1 based on the need of a pupil or due to timetabling). The big focus of Learning Support Teaching is on executive functioning skills, study skills, exam techniques, literacy/numeracy skills.
- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity'.
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
 - Understand and comply with procedures and legislation relating to confidentiality.
 - Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

To be successful in this role, the incumbent should have:

- Specific Learning Difficulties (SpLD) specialist qualifications in teaching and assessments;
- An up-to-date Assessment Practising Certificate (APC), is desirable but not essential;
- A proven record of working as a practitioner/teacher of pupil with SpLDs;
- A degree level qualification in a relevant subject;
- Experience of supporting children with pupils with a range of special educational needs and/or disabilities;
- Previous teaching experience is essential with the confidence to teach a variety of GCSE and A level subjects, but specialisms in specific subjects are not essential;
- Previous experience of SEND teaching at a high academic level is desirable;
- Excellent written and verbal communication skills;
- Excellent organisational and IT skills – especially with Excel;

You may also enjoy this role if you are:

- Self-motivated, positive, enthusiastic, with a pro-active 'can do' attitude;
- Flexible, approachable, open and honest with the ability to adapt to changing situations;
- Enthusiastic with the ability to motivate and inspire students;
- Able to demonstrate a commitment to the ethos of Eton College.

Typical Working Pattern

- This is a permanent contract, and the post holder will be expected to work onsite at Eton College.
- The post holder will be expected to work for 35 hours per week, Monday to Friday, and core hours will include two late evenings until 6pm and an hour unpaid for lunch each day. There will be some flexibility with how the hours are worked by mutual agreement with the successful applicant.
- The post holder will be expected to work during Eton College term time (32 weeks) plus three days at the start of each term, during the College's INSET (1.8 weeks).
- The post holder will receive 5.6 weeks of paid holiday each academic year. This holiday must be taken during the first arising non-term periods. If a Bank Holiday falls during a School term the post holder may be required to work on that day and how this is handled will be by mutual agreement with the Head of Learning Support. The remainder of the School holidays constitutes unpaid holiday.

Disclosure checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.