Aim Assessments Ltd is a DSA-QAG accredited assessment centre, with offices in Leeds, York, Bradford and Barnsley. We provide bespoke DSA Study Needs Assessments to students with a disability or specific learning difficulty, accessing support in Higher Education.

We are a passionate team, dedicated to delivering high quality assessments to students, working closely with all stakeholders. We are looking to expand our team of Study Needs Assessors, ideally looking for permanent full or part time assessors, but would also encourage freelance assessors to register interest.

The ideal candidate would be experienced in delivering DSA Study Needs Assessments, but we would also consider providing training for the right candidate with a background in disability and education. Those with experience as a disability advisor in a higher education setting, or who have an SASC approved SpLD Assessment Practising Certificate to carry out diagnostic assessments as a Specialist Assessor, would be well placed to apply.

**Assessor responsibilities will include:**

- Reviewing student’s medical evidence and appropriate information in advance of assessment
- Delivering engaging and informative DSA Study Needs Assessments including: review of student's history & support needs, identification of appropriate support strategies, demonstration and trial of equipment, and summary explanation of next steps
- Writing high quality reports, tailored to the individual and their specific needs, justifying recommended support strategies (in compliance with Funding Body Guidance) in order to access DSA funding on behalf of the student
- Obtaining quotes from suppliers for equipment and non-medical helper recommendations made in the report
- Liaising with institutions and students as required to ensure recommendations are appropriate and implementable
- Liaising with the internal Quality Assurance team & Centre Manager to ensure reports meet all internal standards and checks
- Responding to requests from Funding Bodies or Higher Education Institutions
- Achieving specific turnaround times for report writing and responses to funding body requests
- Keeping up to date with industry changes and regulations
- Undertaking Continuing Personal Development

**Role specifics:**
• Hours: Applications for Full or Part time permanent roles considered, as well as current DSA Study Needs Assessors wanting to work with Aim Assessments on a freelance basis
• Salary: £30,000 to £36,000 pro rata, dependent on experience
• Travel: It is essential that candidates are prepared to travel to deliver assessments across a number of locations.

**Skills required: Desirable (but would also consider appropriate training for the right candidate)**

• Experience supporting students with disabilities in a higher education setting
• Experience in report writing and quality assurance
• Knowledge of appropriate assistive technology to support students with a wide range of needs
• Knowledge and understanding of 1:1 Non-Medical Helper support
• Experience across a wide range of disabilities, including Specific Learning Difficulties, Mental Health Difficulties, Autistic Spectrum Disorders, Sensory Impairments, Mobility Impairments and those living with medical conditions
• Knowledge and understanding of DSA legislation and stakeholders
• Specialist disability related qualifications

**Personal Characteristics required:**

• A passion for excellence in all aspects of their work
• A strong customer service ethos
• Ability to self-motivate and work on own
• An understanding of the need and importance of confidentiality, privacy, etc.
• Enhanced DBS (Disclosure and Barring Service) clearance
• Ability to plan, prioritise and organise own workload
• Excellent inter-personal, verbal and written communication skills
• Demonstrable skills in empathising with others
• Strong IT skills

**Applications:**

• Please send covering letter and CV to matthew@aimassessments.co.uk
• Application deadline: Monday 26th May 2017