

JOB DESCRIPTION AND SPECIFICATION

Job title:	Exams Access Arrangements Coordinator (Part time)
Accountable to:	SENCO
Main purpose:	<p>To be an integral member of the Learning Support Department and undertake the co-ordinating, planning, arrangement and submission of Exam Access Arrangements for learners across the College in line with Awarding Body regulations.</p> <p>The post holder will be expected to work in a flexible, proactive manner and carry out whatever is necessary to ensure that access arrangements are in place for those entitled, in a timely and responsive manner.</p>
Hours of work:	<p>The days and hours of work are to be agreed with the post holder prior to appointment, however it is anticipated that the role will be 5 days per week during internal and external examinations and 3 days per week outside of these times. The post will be term time only.</p>

DUTIES AND RESPONSIBILITIES

The following list is intended to give an indication of the range of duties and responsibilities attached to the post of Exams Access Arrangements Co-ordinator and does not attempt to specify all aspects of the role.

- To facilitate the application and approval of Exam Access Arrangements for pupils across the school.
- To liaise and attend any relevant courses to keep abreast of changes with regards to Exam Access Arrangements, as required by JCQ.
- To provide completion of records (notably the Form 8s), in a timely, responsible manner to a high standard for inspection and ready for approval by the SENCO, as appropriate.
- To attend meetings, as required, with the SENCO and Exams Officer to facilitate successful applications for Exam Access Arrangements.
- To organise, administer and maintain learner records according to the requirements of the College and in preparation for JCQ inspection.

- To give advice and guidance to teaching staff, in conjunction with the SENCO, to evidence the 'normal way of working' in the classroom in order to establish information needed for Exam Access Arrangements.
- To liaise with pupils and other stakeholders (including parents, carers, previous schools and colleges and other professionals) in a timely and professional manner to ensure successful applications for Exam Access Arrangements, in particular coordinating the smooth running of assessments by our external Access Arrangement Assessor.
- To assist the SENCO in preparing for any parental meetings or for dealing with any parental concerns or complaints in relation to Exam Access Arrangements.
- To determine the need for specialist equipment and resources for Exam Access Arrangements and to report to the SENCO for inclusion in the learning support budget.
- To determine the staffing needed for both internal and external examinations in order to ensure Exam Access Arrangements are met, and report in a timely manner, any need for assistance outside of the learning support department to the Assistant Head responsible for cover.
- To coordinate and facilitate the preparation of pupils for examinations with regards to Access Arrangements that will be in place for them e.g. the use of reading pens, computer readers etc.
- To contribute and be proactive in putting in place procedures and improving existing processes and systems relating to Exam Access Arrangements.
- To work as a member of the learning support team, adopting a flexible and adaptable approach, and assisting the team if needed and as directed by the SENCO.
- To attend and contribute to the learning support departmental meetings.

SUPPORT FOR THE COLLEGE

- Uphold the College's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies.
- Promote and safeguard the welfare of all pupils at the College.
- Contribute to the College's ethos, aims and development/improvement plans.
- Ensure full compliance with all statutory regulation, in particular Keeping Children Safe in Education.
- Attend and participate in regular meetings, as appropriate.

- Participate in training and other learning activities, as required.
- Establish own best practice and use this to support others.

This is a job description only. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

ESSENTIAL REQUIREMENTS

Education/experience

- Experience of working in a learning support role in an educational setting.
- Experience of assessing students to initiate Exam Access Arrangements.
- A clear understanding of how the Exam Access Arrangement process runs and what is required by JCQ.

Knowledge, skills and abilities

- Demonstrate excellent oral and written communication skills.
- Demonstrate good organisational skills.
- Demonstrate ability to work under pressure and meet deadlines.
- Demonstrate an ability to be self-directed, show initiative and to be able to solve practical problems without supervision.
- Demonstrate ability to adopt a flexible approach to work.
- Demonstrate an understanding of issues relating to learners with support needs and Exam Access Arrangements.
- Demonstrate an ability to work in collaboration with others, as a member of a team.
- Demonstrate an ability to communicate effectively both verbally and in writing, with colleagues, parents/carers and other agencies.
- Dedicated professional who is reliable and committed to the role.