

JOB DESCRIPTION: ACCESS ARRANGEMENTS COORDINATOR

CONTRACT – Permanent

HOURS – 08.00-16.00 (Term Time Only – 39 Weeks per Year)

SALARY – Scale 3, SCP 17 – Scale 4, SCP 21 (D.o.E)

Actual Salary - £23,174 - £25,438

MAIN PURPOSE OF THE ROLE:

- To manage and co-ordinate the process of Access Arrangements.
- To ensure that the administration associated with identification, assessment and provision is timely, accurate and communicated effectively with all stakeholders.

DUTIES:

IDENTIFYING AND SCREENING STUDENTS:

- Work with the SENCo to support the identification of students with additional needs who may require access arrangements for examinations.
- Liaise with students and parents to discuss students' needs.
- Once identified, work with the SENCo to ensure that appropriate screening and applications are made in order to provide access arrangements.
- Liaise with staff, post-screening, on behalf of the SENCo, to ensure that accurate information is being shared with teachers and teaching assistants about the classroom provisions for students with access arrangements.

IMPLEMENTING ACCESS ARRANGEMENTS:

- Read through the JCQ regulations and keep up to date with annual policy changes.
- Take part in JCQ annual training.
- Liaise with the Literacy Service, or, other appropriate external assessors to formally assess students for Access Arrangements.
- Collate teachers' notes to help build a history of need for students with access arrangements.
- Support the delivery of annual access arrangement training to teaching assistants prior to invigilation.
- Complete the statutory paperwork for students with Access Arrangements.

ACCESS ARRANGEMENTS FOR ALL INTERNAL AND EXTERNAL ASSESSMENTS:

Maintaining access arrangements database:

- Check each cohort's database before assessment to ensure that each student is given their entitled access arrangement.
- Update Bromcom with any amendments/additions to the access arrangement database
- Inform internal exams admin to ensure that exam labels are correct
- Ensure that there is a copy of Access Arrangement spreadsheet at the front of the SEND exam venue
- Monthly liaison with data management team.

Timetabling for Room Alone, Rest Breaks, Reader and Prompts, Scribes and WP:

- With SENCo schedule rooms, staff and resources (tables, board, clock, specialist equipment for each exam)
- Liaise with IT for any access arrangements requiring technology (if appropriate).
- Liaise with invigilators (if appropriate)
- Check for staff absences and arrange emergency cover

Access Arrangement folders:

- Ensure that every student's folder is fully evidenced and that all statutory paperwork is in place and signed
- For any additions or amendments for access arrangements, ensure that the folders are updated accordingly
- Liaise with SENCo and data manager to ensure that correct procedures are followed
- Maintain laptop list and share with relevant staff

SUPPORT FOR THE ACADEMY:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

GENERAL:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

DEVELOPMENT OPPORTUNITIES

- Training in specific SEND needs e.g. ADHD, ASD, SLCN.

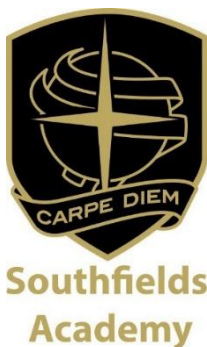
Any other duties assigned by the Principal/Headteacher/Line Manager commensurate with the grade of the post.

Signed:

Post Holder Name

Line Manager Name

Date



PERSON SPECIFICATION: ACCESS ARRANGEMENTS COORDINATOR

EXPERIENCE

	ESSENTIAL	DESIRABLE
Working with or caring for children of relevant age	✓	
Experience working within the education sector		✓

QUALIFICATIONS

	ESSENTIAL	DESIRABLE
Educated to degree level, or equivalent		✓
Grade C/4 or above in GCSE English and Maths, or equivalent	✓	
Willingness to participate in development and training opportunities related to the role	✓	

KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Ability to use basic technology effectively	✓	
Ability to work well with and relate to children and adults	✓	
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position in relation to these	✓	
Ability to use initiative and to work with autonomy	✓	
Ability to be flexible	✓	
Excellent written and verbal communication skills	✓	
Good literacy and numeracy skills	✓	
Ability to interact with data and software and to collate and review results	✓	
An understanding of the schools equal opportunities policy and how this is implemented	✓	

Southfields Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, along with other relevant pre-employment checks.