

POST TITLE: Exams Access Arrangements Coordinator	GRADE: 6 SCP 18-22
RESPONSIBLE TO: Assistant Head/SENDCo	

Purpose of role:

The successful candidate will coordinate, assess, implement and monitor exam access arrangements ensuring full compliance with current Joint Council for Qualifications (JCQ) regulations and the school's SEND strategy. This role plays a key part in identifying students' needs through screening and assessment, coordinating specialist testing, maintaining accurate records, and ensuring that access arrangements reflect students' normal way of working. The postholder will also line manage Teaching Assistants and contribute to the strategic development of SEND provision under the direction of the SENDCo.

Main Accountabilities:

The successful candidate will:

- Conduct screening and in-school assessments to identify exam access arrangements in line with the student's needs.
- Analyse assessment data and produce clear reports to inform support strategies.
- Coordinate and manage exam access arrangements in line with JCQ regulations.
- Complete and maintain accurate, compliant documentation (including Form 8 and Form 9).
- Monitor deadlines, submissions and audit requirements for access arrangements.
- Work directly with students to support access arrangements and promote independence.
- Work directly with the school's Exam Officer to ensure students' have full access to their exam access arrangements for informal and formal exams.
- Monitor the effectiveness of support and identify students requiring further assessment or intervention.
- Support classroom practice to ensure access arrangements reflect normal ways of working.
- Maintain accurate records of assessments, outcomes and support plans.
- Liaise with staff, parents/carers and external specialists to ensure effective communication and implementation.
- Provide guidance and training to staff on supporting students with access arrangements.
- Line manage Teaching Assistants, supporting their development and performance.
- Contribute to the strategic development of SEND provision and exam access arrangements.
- Ensure all practice is compliant with current legislation and regulatory frameworks.
- Classroom support and other duties as directed by the SENDCo.

Teaching Assistant Specific Duties:

- To work closely with a small team of professionals to provide 1:1/small group support for vulnerable students.
- To actively liaise with parents/carers and external agencies to ensure the successful provision for our most vulnerable students.
- Assist in the development, monitoring and evaluation of programmes of work.
- Assist teaching staff with the organisation of classroom equipment, school trips and promoting inclusion of students so that they are full members of the school community.
- To be actively involved with students for whom you are a key worker, ensuring and evidencing progress.
- To assist staff in delivering the curriculum to meet the educational, social and personal needs of the students for whom you are responsible.
- To have formal and informal meetings with teachers to contribute to planning lessons / activities to support students.
- Write one page profiles, setting targets and tracking student's progress, using appropriate data.
- To be responsible for the delivery / supervision of work with small groups and/or individual students as directed by the subject teacher or SENDCo.
- To assist with Personal Care as and when required
- To undertake the Personal Evacuation Training (PEEP) and support students who may require Personal Evacuation
- To assist with the preparation of school visits and activities and the supervision of students on such visits and activities during the school day or outside the school day by prior agreement.
- To be a full and participating member of the mainstream school.
- To enable and encourage friendships between students.
- To provide supervision at break and lunchtimes, as required.
- To supervise students arriving and leaving school and liaising with transport personnel as required.
- To assist in promoting effective home-school communications.
- To assist with the care, preparation and use of materials.
- To liaise with subject staff regarding student educational welfare.
- Ensure that any aids and adaptations available are being used for the maximum benefit of the student.
- To work within the school Health and Safety procedures.
- To liaise with the external agencies as required. Keeping accurate notes and carry out actions as necessary.
- To use ICT effectively to enhance the student learning experience.
- Ensure specialist equipment is safely stored and maintained.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
Minimum of GCSE Pass (C or above or 4 or above) in English and Maths	E
HLTA qualification or equivalent experience.	E
Level 7 - Certificate in Testing for Exam Access Arrangements (TEAA) or Accessing for Access Arrangements (AAA)	D
Experience	
Experience working within a secondary school and with students with SEND	E
Experience working with students with SEND	E
Strong understanding of exam access arrangements and JCQ regulations	D
Experience coordinating external specialist assessments	D
An understanding of Safeguarding and KCSIE	E
Willingness to successfully complete a range of training relevant to the post	E
Excellent communication verbally and in writing	E
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Able to manage stressful or at times challenging situations	E
Able to multi-task and adapt to changing priorities	E
Able to remain calm and professional in challenging situations	E
Patient, friendly and polite approach	E
Energetic, enthusiastic and positive attitude	E
Flexible approach to work	E
Skills	
Able to carry out tasks given quickly and competently	E
Proficient using Office 365 suite, including Excel	E
Able to prioritise and keep to deadlines	E
An understanding of behaviour management issues	D
Able to work using own initiative and as part of a team	E
Experience of Bromcom and other internal school systems	D
Strong organisational skills with attention to detail and compliance	E
Effective communication skills with students, parents face to face, by email and by telephone.	E
Training in dyslexia or specific learning difficulty screening tools	D
Attributes	
Awareness and acceptance of the trust's Safeguarding and Equal Opportunities policies	
Committed to the Futura Learning Partnership's aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	E
Occasionally work outside of normal working hours in agreement with the Line Manager	E