STEPHENSON
MULTI-ACADEMY TRUST

RAINHILL
HIGH SCHOOL

RainhillSixth

SEND ACCESS COMPLIANCE OFFICER
RECRUITMENT PACK

RAINHILL HIGH SCHOOL · RH6 · LIPA 4:19 ASSOCIATE ACADEMY · BRONZE SCHOOL MENTAL HEALTH AWARD 2022-25 · DUAL CAREER ACCREDITED lass · bcs Centre of Excellence · LIVERPOOL HOPE UNIVERSITY · ARTS COUNCIL ENGLAND · Artsmark Platinum Award Awarded by Arts Council England · Rainbow TEACHING SCHOOL HUB · STEPHENSON MULTI-ACADEMY TRUST · Ofsted Good Provider

WELCOME FROM THE PRINCIPAL

Thank you for your interest in Rainhill High School.
I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website *rainhillhighschool.org.uk* or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. The destinations that our pupils move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our pupils to ensure they have the best life chances; that all of our pupils leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our pupils.

Our curriculum is ambitious. Pupils are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our pupils receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

J. Thorogood

Mrs J Thorogood
Principal

COMMENCING:
As soon as possible

CONTRACT:
37 hrs per week
Term Time only + 3 weeks
Permanent

CLOSING DATE:
9.00am on Friday 13th November 2026

INTERVIEW DATE:
w/c 16th November 2026

SALARY:
NJC 19-22 £29,948 - £31,898 actual pa
(£33,119 - £34,811 FTE)

LOCATION:
Rainhill High School, Merseyside
(Stephenson Multi Academy Trust)

Prospective candidates are warmly encouraged to visit the school. To arrange a visit, please call

01744 677205

Please return application form to
jobs@rainhillhigh.org.uk

ROLE OVERVIEW

Are you highly organised, meticulous and passionate about ensuring every pupil has a fair opportunity to succeed?

We are looking for a SEND Access Compliance Officer to lead our SEND examination provision and ensure our pupils receive the Access Arrangements and Reasonable Adjustments they need to demonstrate their true ability, ensuring the highest standards of JCQ compliance.

Working closely with the Director of Inclusion and SENDCO, you will coordinate internal and external examinations, manage Access Arrangements Online (AAO), applications and evidence, oversee invigilators and ensure pupils consistently receive their approved examination support.

You will need exceptional attention to detail, be calm under pressure, with excellent communication skills and will be confident interpreting and applying JCQ requirements and regulations accurately and be able to work professionally with pupils, parents, colleagues and external agencies.

This is an exciting opportunity to take ownership of a key area of school provision, combining examinations, compliance and inclusion in a role that is committed to inclusion and pupil success, in order to make a genuine difference.

Why Join Us?

- **Permanent, full-time role**
- **'Good' Ofsted-rated school (2023)** - Part of Stephenson MAT
- **Supportive environment** - Reduced workload, tech investment & career development
- **Excellent partnerships** - Hope University, Ambition Institute, Rainbow Teaching School Hub and more

If you believe you have the skills and dedication to meet our standards, and be part of our pursuit of excellence, then we are the school for you.

Rainhill High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people as well as promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued and expects all staff, volunteers and other workers to share in this commitment.

This post is subject to an Enhanced Disclosing & Barring Certificate and online searches as part of our Safer Recruitment & Selection Procedures.

"The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centred approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the pupils."

Rainhill Teacher

"Helping my child to be the best they can be."

Parent

"A dedicated teacher who encourages and guides my child in lessons. Makes the lessons enjoyable and provides positive feedback. An excellent teacher."

Parent

"Because from the caretaker to the headteacher, all the staff are amazing. Thank you."

Parent

"Knowing that my child feels happy/safe whilst eager to learn around her."

Parent

"Fantastic, great communication with parents and great educators, making learning fun and getting results."

Parent

"I couldn't have asked for a better form tutor for my son. It's really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance."

Parent

JOB DESCRIPTION

SEND ACCESS COMPLIANCE OFFICER

Trust:	**Stephenson Multi Academy Trust Rainhill High School**
Grade:	**NJC SCP 19-22**
Contract:	**37 hours per week Monday - Friday, Term time only plus 3 weeks Permanent**
Start date:	**As soon as possible**
Responsible to:	**Director of Inclusion/ SENDCO**

Purpose of the Post

To lead the school's SEND examinations provision with a particular focus on ensuring full compliance with JCQ regulations relating to Access Arrangements, Reasonable Adjustments and Exam Access Provision. The postholder will co-ordinate all related examination administration, whilst working closely with the SENDCo to ensure that pupils with additional needs receive their approved support and that the school remains fully compliant with JCQ requirements.

Key Responsibilities

Access Arrangements and Reasonable Adjustments

- Lead the administration and coordination of all examination access arrangements.
- Work closely with the SENDCo, specialist assessors and teaching staff to identify, evidence and process applications for access arrangements.
- Maintain accurate and compliant records in line with JCQ regulations.
- Coordinate annual reviews of normal way of working evidence.
- Manage applications through the Access Arrangements Online (AAO) system.
- Ensure pupils receive their approved access arrangements in all internal and external examinations.
- Monitor the implementation and quality assurance of access arrangements across the school.
- Provide training and guidance for staff, invigilators and teaching colleagues on examination access arrangements.
- Support the school in preparing for any JCQ inspection relating to access arrangements or examination compliance.

Examination Administration

- Coordinate all public and internal examinations.
- Manage candidate entries, amendments and examination timetables.
- Ensure the secure storage and handling of examination materials.
- Organise examination venues, staffing and candidate arrangements.
- Manage results days and post-results services.

JCQ Compliance

- Act as the school's operational lead for JCQ compliance.
- Maintain and update examination policies and procedures.
- Ensure all examination practices meet JCQ and awarding body requirements.
- Undertake regular compliance checks and maintain audit-ready records.
- Advise senior leaders on examination regulations and compliance risks.

Invigilator Management

- Recruit, train and deploy a team of examination invigilators.
- Ensure all invigilators understand the requirements of pupils with access arrangements.
- Monitor examination practice to ensure regulations are consistently followed.

Additional Responsibilities

- Working with Parents and Multi-Agency Professionals
- Access Arrangements and Reasonable Adjustments
- Lead the administration and coordination of all examination access arrangements.
- Work closely with the SENDCo, specialist assessors and teaching staff to identify, evidence and process applications for access arrangements.
- Maintain accurate and compliant records in line with JCQ regulations.
- Coordinate annual reviews of normal way of working evidence.
- Manage applications through the Access Arrangements Online (AAO) system.
- Ensure pupils receive their approved access arrangements in all internal and external examinations.
- Monitor the implementation and quality assurance of access arrangements across the school.
- Provide training and guidance for staff, invigilators and teaching colleagues on examination access arrangements.
- Support the school in preparing for any JCQ inspection relating to access arrangements or examination compliance.
- Act as the primary point of contact for parents regarding examination access arrangements, explaining JCQ requirements, evidential thresholds and school procedures.
- Work collaboratively with parents to gather and review information that may contribute to the access arrangements process, whilst ensuring all decisions remain compliant with JCQ regulations.
- Liaise with external agencies including Educational Psychologists, Speech and Language Therapists, Occupational Therapists, CAMHS, medical professionals and Local Authority services to obtain and review supporting information where appropriate.
- Support families in understanding the distinction between a diagnosis and eligibility for examination access arrangements, ensuring expectations are managed sensitively and professionally.
- Ensure school policies regarding the identification, assessment and evidencing of access arrangements are consistently applied and clearly communicated to parents, pupils and professionals.
- Maintain detailed records of meetings, correspondence and evidence used to support access arrangement applications.
- Work proactively with pastoral, safeguarding and SEND teams to remove barriers to learning and ensure examination arrangements reflect pupil's established normal way of working.
- Advise senior leaders on complex cases where parents, external professionals or agencies request examination arrangements that may not be supported by the evidence required under JCQ regulations.

Other

- To promote Rainhill's vision, values and expectations among the pupils and the year team.
- Attend and contribute to key school events involving your year group, such as progress evenings, options evening, results days, awards evenings, and more.
- To respond to parents in a timely manner and in line with the school's communication policy and be available for effective Home school liaison.
- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation,evaluation and discussion.
- To comply with all School policies and procedures.
- To comply with the School's Health and Safety Policy and associated safeworking procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that itis implemented within the service area of the post.

Additional Duties

To be willing to be trained as, and to be one of the school's many, First Aid Officers (for supportstaff recruited after September 2004).

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic Responsibilities of all Rainhill Staff

a. To work consistently to uphold school's aims.
b. To work in a co-operative and polite manner with all stakeholders.
c. To work with pupils in a courteous, positive, caring and responsible manner at all times.

d. To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
e. To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
f. To work with visitors to the school in such a way that it enhances the reputation of the school.
g. To seek to improve the quality of the school's service.
h. To adhere to the schools dress code and code of conduct.
i. To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the pupils; e.g. professional, and appropriate, appearance at all times including when out of school, e.g. trips, CPD etc.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service check.

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 by the Principal/Chief Finance & Operations Officer.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

PERSON SPECIFICATION

Criteria	E/D	A/I/P
Knowledge and Experience		
Experience of examinations administration within a secondary school.	E	A/I
Strong knowledge of JCQ regulations, particularly Access Arrangements and Reasonable Adjustments.	E	A/I/T
Minimum 2 years experience of working with pupils in an educational setting	E	A/I
Experience of working with parents/carers/schools	E	A/I
Experience of managing Access Arrangements Online (AAO) and supporting evidence requirements.	E	A/I/T
Experience working alongside SEND teams	D	A/I
Experience managing examination invigilators	D	A/I
Knowledge of EHCP processes and SEND Code of Practice.	D	A/I/T
Experience preparing for JCQ inspections.	D	A/I/T
Understanding of inclusion, especially within a school setting	E	A/I
Qualifications and Training		
Good standard of Education up to GCSE or equivalent including Maths and English - Excellent literacy and numeracy skills	E	A
Evidence of continued professional development	D	A/I
NVQ Level 3 or above or equivalent	D	A/I
Good ICT skills to support learning	E	A/I/T
Skills and Abilities		
Ability to work effectively as part of a team	E	A/I
Excellent organisational skills and attention to detail.	E	I/T
Ability to manage confidential information with discretion.	E	A/I/T
Strong communication and relationship-building skills.	E	A/I
Ability to build and maintain effective working relationships with all pupils and colleagues	E	A/I
Ability to promote a positive ethos and role model positive attitudes	E	A/I
Effective writing skills	E	A/I
Ability to work collaboratively with other agencies/ services	E	I
Ability to communicate with a wide variety of audiences	E	I
Presentation skills	E	I
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role D = Desirable requirement of the role I = Assessed at Interview T = Task
A = Assessed via the application form

STEPHENSON TRUST

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, pupils and staff. We believe that by working together, we can make a positive difference to children`s lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our pupils finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

HOW TO APPLY

https://rainhillhighschool.org.uk/about/rhs-vacancies

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification car˙efully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

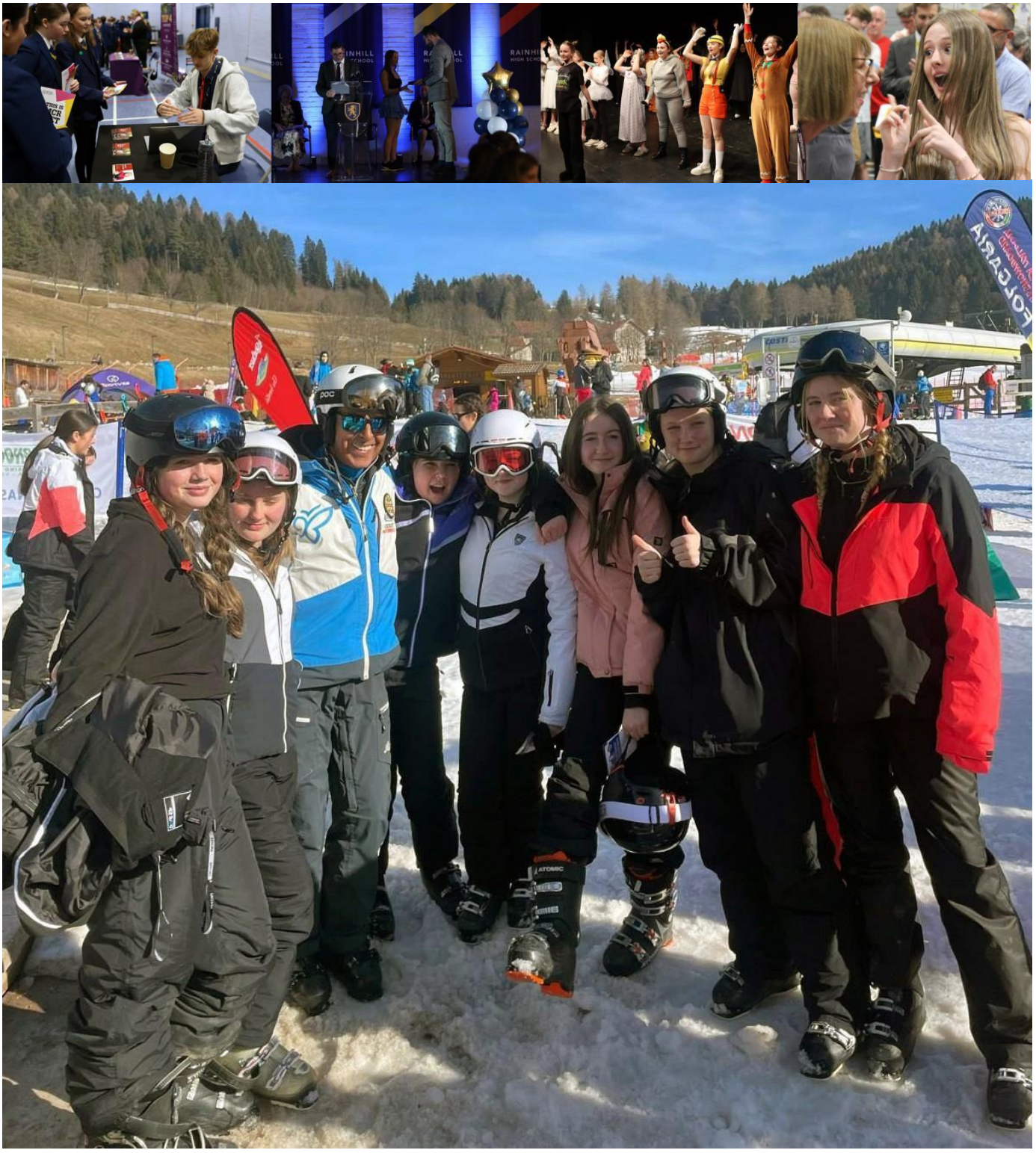
Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the **Application Form**



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