



Urmston Grammar School

Job Description

Post: Higher Level Teaching Assistant & Exams Access Arrangements (EAA) Coordinator

Reporting to: SENDCo

Core Purpose: To work under the guidance of the SENDCo and teachers/senior leaders to provide a range of care and support programmes that enable access to learning for all pupils. This role will involve in-class support of individual students and working with students outside the classroom.

As Exams Access Arrangements (EAA) Coordinator; lead the assessment for exam access arrangements for pupils with SEND at KS3, KS4 and KS5 in line with JCQ and regulations. This includes organising assessments, screening of individuals and whole year groups, liaising with teachers and ensuring that all necessary paperwork and evidence is in place for application to awarding bodies and annual JCQ inspections.

This role will involve working closely with students, the SEND team, teaching staff, the Exams Officer, Parents/Carers and external professionals to ensure that every pupil receives the appropriate adjustments and that all regulations are adhered to.

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote pupil self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support identified pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Provide clerical/administrative support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

COORDINATE EXAM ACCESS ARRANGEMENTS

- To manage the JCQ process for access arrangements in public exams, from organising assessments through to application to exam boards
- To oversee and coordinate the provision of EAAs to eligible students in liaison with the Exams Officer, the SENDCO and Medical Lead.
- To liaise with previous schools regarding AAs ensuring that all paperwork is in place to roll forward EAAs from GCSE to A Level for students who join Urmston Grammar in the Sixth Form.
- To liaise with teaching staff to gain/collate history of need and information regarding a student's normal way of working prior to assessment.
- Keep accurate records monitoring and tracking pupils' history of need and normal way of working, from contact with teachers and monitoring during exams and initiate changes if necessary.
- To manage and prioritise the assessment list of students from the screening process through to liaising with external assessors.
- To check and ensure that all JCQ paperwork is complete and supported by necessary evidence prior to making applications for EAAs to the exam boards before JCQ deadlines.
- To oversee and annually review the EAA Policy, WP and rest breaks Policy with necessary stakeholders.
- To comply with all GDPR regulations with regards to sharing and holding pupil data
- To oversee the screening of pupils in KS3 to assess for EAAs and to ensure these are in place for in-class tests and end of year exams.
- To notify teachers/parents/pupils of updates to EAAs for a child
- To maintain valid qualifications relating to AAs in line with JCQ guidelines and undertake annual training on changes to JCQ regulations.
- To support the Admissions Officer to ascertain what EAAs need to be in place for the prospective students sitting the Entrance Exam.



SUPPORT FOR THE SCHOOL

- 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 and using CPOMS.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the pupils in non-teaching times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.