

THE CHERWELL SCHOOL

Opportunity, Responsibility, Excellence

Exams Access Coordinator

Job Description

Responsible to: Deputy SENCO

Salary Scale: Grade 8

Working Time: 10 hours per week, term time only

Job Purpose:

- To coordinate, plan, arrange and submit documentation for exam concessions in line with JCQ regulations
- To communicate with students and parents about exam concessions
- To communicate effectively with colleagues about exam concessions
- To be an integral part of the Inclusion Team and to attend relevant meetings

Main Duties

- To facilitate the application and approval of exam access arrangements for students across the school
- To liaise with students, including meeting with parents and carers where necessary, in a timely and professional manner to initiate and complete applications for exam concessions
- To attend relevant training courses and updates to ensure knowledge and understanding of the JCQ requirements remains current
- To maintain a high level of integrity in dealing with applications for Exam Access Arrangements in line with the school's policies and procedures
- To coordinate the testing of students for exam concessions by our external JCQ-approved assessor
- To maintain and update the school Exams Register
- To accurately complete and submit applications for Exam Access Arrangements in a timely manner to meet Awarding Body deadlines in liaison with the Assistant Headteacher (Inclusion/SENCO)
- To ensure that learners have approval for appropriate Access Arrangements in place for their exams within the regulations of the Awarding Bodies
- To train support staff to act as readers, scribes, prompts, etc, in exams
- To work with the Exams Office and the TA Coordinator to ensure that the students receive the correct agreed support in their exams
- To facilitate the annual inspection of the school's Exam Access Arrangements by the JCQ inspector
- To complete records and student files, including the those to be submitted to the JCQ, in a timely, responsive manner at a very high standard for inspection
- To give advice and guidance to teaching staff to evidence the 'normal way of working' in the classroom
- To put in place and promote systems to collect evidence of students' 'normal way of working', and to collate this evidence for their exam access files
- To answer parental queries and respond to concerns about access arrangements
- To share information with parents and students about their exam concessions and how to use them most effectively
- To liaise with the IT department to administer and collate records for reading age testing in KS3 using the appropriate tools (e.g. LUCID)
- To undertake additional dyslexia screening tools to assess individual student needs (e.g. LASS)

- To advise parents and carers about strategies to improve their child's literacy
- To contribute to the strategic planning process for exam access arrangements to ensure this takes into account emerging issues and developments
- To work some additional after-school hours, for example at open evenings and parents' consultation evenings.
- To provide copies of documentation to other educational establishments as required
- To maintain archive of student files in accordance with the school's Data Retention Policy
- To update records of exam concessions in Mintclass
- To support the Inclusion Team with data issues

General Whole School Responsibilities

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- 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 equal opportunities for all
- 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
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.