

JOB DESCRIPTION

JOB TITLE	Exams Access Arrangements Co-Ordinator
DEPARTMENT/SECTION	Learning Support
LINE MANAGER	Head of Learning Support
RESPONSIBLE FOR	To oversee the process for managing access arrangements in line with JCQ and Cambridge regulations from Year 7-13.

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.

Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY:

The Exams Access Arrangements (EAA) Coordinator will lead the assessment and coordination of exam access arrangements for pupils with SEND at KS4 and KS5, ensuring they receive the necessary support to succeed. The EAA Coordinator will oversee the entire process for managing access arrangements in line with JCQ and Cambridge regulations. This includes organising assessments, screening, liaising with external assessors, and ensuring that all necessary paperwork and evidence is in place for application to exam boards and annual JCQ inspections. You will work closely with teaching staff, the exams office, parents/carers, pupils and external professionals to ensure that every pupil receives the appropriate adjustments and that all regulations are adhered to.

There will also be opportunities to screen pupils in KS3 for EAA and to ensure that these are in place for termly tests and end of year exams, as well as working with Head of Learning Support to review external reports at 11+ and 16+ Admissions, to identify EAA for Entrance Examinations.

The successful candidate will have excellent attention to detail, be highly organised and able to prioritise a diverse workload. An empathetic and understanding approach towards students with special educational needs is a must.

KEY DUTIES AND RESPONSIBILITIES:

- To manage the JCQ/Cambridge 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 Office and Head of Learning Support
- To liaise with previous schools regarding AAs ensuring that all paperwork is in place to roll forward EAAs from GCSE to A Level
- To liaise with teaching staff to gain/collate history of need and information regarding a pupil'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

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- 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 AAs to the exam boards before JCQ deadlines
- To oversee and annually review the AA Policy and WP Policy with the Head of Learning Support
- To comply with all GDPR regulations with regards to sharing and holding pupil data
- To clarify subjects for laptop use by pupils in public and internal exams
- 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 review SEND reports at point of Admission to ascertain what EAAs need to be in place for the Entrance Exam
- Taking part in departmental meetings as required by the Head of Learning Support
- To have read and understood the School's SEND policy, as well as other linked policies including the Accessibility Policy, Disability Policy and Disability Plan
- To provide annual training for reading/scribing/prompting and, as requested, serve as a scribe, prompter or reader for current and prospective pupils in internal and/or external examinations.
- Working closely with the Head of Learning Support and other members of the department to ensure that departmental policies are met, records and resources are kept and updated
- When needed, to complete in class observations of pupils with SEND.
- To meet regularly with the Head of Learning Support and other team members.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

CHANGE & ADDITIONAL DUTIES

Should the duties and responsibilities of the role evolve over time, the job description will be reviewed and updated in consultation with the postholder to ensure it remains accurate and reflective of the role.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the

TERMS OF EMPLOYMENT

- Salary: Commensurate with role and its responsibilities
- Term time only.
- Hours: Part time, three days per week. Term time hours: 08:30 – 16:00. Occasional weekend or evening for School events, including Open Day and all INSET days.
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 19.46%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking
- Employer death in service benefit
- Support with extensive CPD opportunities

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