

## **Great Marlow School**

### **Job Description: Access Arrangements Coordinator**

**Main purpose:** To be responsible for the accurate assessment, implementation and recording of access arrangements.

**Line Managers:** SENCO and Assistant SENCO

This job description is not a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with post holder.

#### **Assessment**

- Screen students for access arrangements including Key Stage 3 reading and spelling tests
- Gather evidence from staff for potential candidates for access arrangements
- Coordinate completion of documentation for students eligible for access arrangements
- Liaise with external access arrangements assessor for formal assessments
- Communicate access arrangements with relevant staff, students and parents / carers

#### **Implementation**

- Be responsible for timetabling and administration of internal and external examinations for students with access arrangements
- Train staff to support access arrangements
- Act as a point of contact for staff, students and parents in relation to existing or proposed access arrangements
- Input access arrangements onto relevant portals and SEN register
- Organise and manage documentation ensuring required evidence is up-to-date, in preparation for JCQ inspection
- Ensure JCQ deadlines are met
- Develop and improve existing processes and systems relating to access arrangements
- Coordinate and implement appropriate actions during mock and public exams: -
  - Set up and ensure all JCQ regulations are met in examination rooms for students with access arrangements
  - Be responsible for starting exams and reporting absent students with access arrangements
  - Be flexible with start / finish times during exam periods to allow for setting up of exam spaces and equipment
- Act as a 'champion' and advocate for children with special educational needs
- Promote SEN pupils' well-being and resilience
- Safeguard the welfare of SEN pupils
- Support the transition and transfer of access arrangements to relevant settings

#### **Working with colleagues**

- Line manage selected Learning Support Assistants
- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Contribute to and support the work of the learning support team in school

- Liaise with students, teachers and external agencies to support students' learning and well-being
- Take responsibility in developing your own continuing professional development

To undertake any further duties reasonably requested by the Headteacher or his/her representatives.

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