
Job Description for Exam Access Arrangements Assistant

Responsible to: SENDCo
Based at: New College Pontefract

OVERALL PURPOSE OF THE POST

The Exam Access Arrangements Assistant will assist the SENDCo with the administrative tasks associated with the organisation of access arrangements.

MAIN DUTIES

The Access Arrangements Assistant is responsible for assisting the SENDCo by:

- Liaising with students, parents, external agencies, secondary school colleagues and college staff to identify students who may need assessing for access arrangements. This could entail examining previous assessment and feedback to ascertain a student's needs.
- Retrieving and collate evidence from secondary schools. This will involve building strong links with SENDCos from feeder Secondary Schools to maintain robust systems of communication.
- Providing resources and equipment to students where they have been approved for access arrangements. This will entail monitoring the supply of equipment and assisting the SENDCo to purchase resources when necessary.
- Compiling the evidence necessary to meet JCQ standards. The Access Arrangement Assistant will constantly review JCQ regulations and ensure they are familiar with any updates.
- Keeping accurate records and prepare files ready for JCQ inspections. This will involve ensuring records and files are up to date, and meet JCQ requirements for a paper free recording and filing system.
- Maintaining thorough communications with the Trust Exams Team. This will include providing regular updates to ensure that mock examinations run smoothly.
- Any other duties commensurate with the post, as requested by College Leaders.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Exam Access Arrangements Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	☐ Experience of organising access arrangements in line with JCQ requirements. ☐ Experience of identifying SEND. ☐ Experience of liaising with stakeholders. ☐ Experience of maintaining detailed files and records. ☐ Experience of maintaining detailed and ongoing communications with a range of parties.	☐ Experience of working under pressure to meet strict deadlines.
Education and Training	☐ Willingness to undertake further training relevant to the post. ☐ Commitment to keep up to date with JCQ procedural amendments.	☐ Evidence of relevant training and/or qualifications.
Special Skills and Knowledge	☐ Knowledge of JCQ guidance and requirements. ☐ Knowledge of the range of SEND that can lead to access arrangements being granted. ☐ Strong organisational skills. ☐ Commitment to student welfare and achievement. ☐ Good listening skills. ☐ Ability to work with others on difficult/delicate/sensitive subjects. ☐ Ability to motivate others.	☐ Knowledge of recent changes to BTEC assessment procedures.
Personal Skills and Qualities	☐ Passion for the role and improving learner life chances. ☐ Ability to work independently or as part of a team. ☐ Good communication skills. ☐ Ability to interact empathetically with others	
Additional Factors	☐ Enthusiasm and commitment for the post. ☐ Flexible approach to work and a willingness to undertake a variety of tasks. ☐ Commitment to equal opportunities and safeguarding. ☐ Commitment to continuous improvement and willingness to learn from experience and practice in this College and others. ☐ A supportive and empathetic approach to students and the ability to relate well to staff.	