



CLAYESMORE

Job Title **Examinations Access Arrangements Lead**

Responsible to **Head of Learning Support (SENCO)**

Role Overview

The primary focus of the role is to work closely with colleagues in school to ensure that all appropriate exam access arrangements for public and internal examinations are in place. To ensure that the school's record-keeping and practice is fully compliant with exam board and JCQ regulations. To conduct exam access arrangement assessments.

Responsibilities and Duties

- Conducting Exam Access Arrangement Assessments and associated documentation
- Conducting screening assessments in order to identify potential learning difficulties
- Attending regular training and maintaining up-to-date knowledge of JCQ requirements in relation to EAA and to exams
- Following the school's EAA policy, working with the SENCO in deciding whether to initiate the screening process for a student
- Collecting and co-ordinating the completion of paperwork for all students who are eligible for access arrangements
- Monitoring students' use of EAA and initiating changes if necessary
- Acting as a key member of the Exam team during Year 10, 11 and 12 mocks and during all public exams
- Uploading papers for Read & Write users and being in the Read & Write room until set up is complete
- Ensuring that JCQ deadlines are met
- Organising and managing student files, ensuring required evidence is up to date, in preparation for JCQ inspections
- Attending regular meetings with the SENCO
- Developing and improving existing processes and systems relating to access arrangements.
- Undertaking other relevant administrative tasks as directed by the SENCO
- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Suitable Level 7 qualification for exam access arrangement assessments
- Dedicated professional who is committed to the role.
- Excellent attendance and punctuality record.
- Excellent verbal, written communication and IT skills
- Highly organised, with excellent time management skills and able to perform under pressure
- Ability to work independently as well as in a team; proactive, and able to take initiative
- Able to form positive links with a range of key stakeholders
- Always prepared to put the students' needs first
- Awareness of and commitment to Equal Opportunities
- A 'can do' approach: open and constructive, accepting of feedback and willing to learn
- Willingness to undertake training and development relating to the role, ensuring awareness of changes in JCQ regulations

Desirable

- Current APC desirable

Date prepared : **May 2024**

Prepared by : **Head of Learning Support / Deputy Head Academic**

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.