



| JOB DESCRIPTION | |
|--|--|
| JOB TITLE | Exams Access Arrangements Co-Ordinator |
| PAY/GRADE | Point 18, £22,315 per annum |
| HOURS | 37 per week, all year round |
| REPORTS TO | Head of ALS & SEND |
| LOCATION | Stamford College |
| JOB PURPOSE | |
| To identify, plan and implement Exam Access Arrangements including assessments in liaison with the Exams department and curriculum teams. | |
| MAIN DUTIES AND RESPONSIBILITIES | |
| Your main duties and responsibilities will include, but will not be limited to the following areas: | |
| <ul style="list-style-type: none"> • Liaise with teaching, support and exams staff and all relevant agencies to ensure learners receive the appropriate support in exams • Maintain strong links with feeder schools to enable the collection of Form 8's • Maintain relevant knowledge of specialist resources and software, legislation and best practice, and make recommendations as appropriate in relation to reasonable adjustment in exams • Attend regular JCQ updates and cascade to the team making amendments to EAA process as required • Ensure Joint Council for Qualifications (JCQ) regulations and requirements are appropriately adhered to and observed at all stages of the Exam Access Arrangements process • Ensure all students have individual evidence files as required for their EAA which align to the recommendations to exams, maintain and updating as necessary • Keep and share with line manager accurate exam access arrangement records • Ensure the appropriate arrangement of exam support for students with Education, Health & Care Plans (EHCPs). • Develop, maintain and promote links with external agencies and schools • Actively promote the provision available to current and potential learners • Work collaboratively with the College Wellbeing Team around exam arrangements needed for learner with mental health | |
| OTHER | |
| <ul style="list-style-type: none"> • Engender a strong team ethos, which promotes a positive, can-do attitude across the department. • Maintain excellent standards of customer care and provide a flexible and responsive service to all users. • Contribute to the development of IEG Group's Strategic Aims, Objectives and Values. • A commitment to the provision of a high quality, student-centred service. | |



- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

| | |
|-----------------------------|---|
| Contract | Permanent |
| Pension | Local Government Pension Scheme |
| Holiday | 30 days per year, plus bank holidays and discretionary days |
| Probation | New appointees to the College are subject to a 6 months' probationary period |
| Disclosure | All employment offers are subject to a satisfactory fully-funded enhanced DBS check |
| Working Arrangements | Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday |

APPLICATION PROCESS

Applicants should complete the College's online application form

| | |
|-----------------------|--|
| Closing Date | |
| Interview Date | |

PERSON SPECIFICATION

Exams Access Arrangements Co-ordinator

| Criteria | Essential or Desirable | | Assessment Method | | | |
|---|------------------------|---|-------------------|---|---|---|
| | | | A | I | T | R |
| QUALIFICATIONS | | | | | | |
| Level 3 qualification in related Learning Support/ SEND qualification or related field | | D | ✓ | | | |
| Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications | E | | ✓ | | | |
| EXPERIENCE | | | | | | |
| Supporting individuals with the learning difficulties and or disabilities relevant to job role | | D | ✓ | ✓ | | |
| Assessing individual support needs and making appropriate support recommendations | E | | ✓ | ✓ | | |
| Coordinating processes, systems or projects | E | | ✓ | ✓ | | |
| Delivering training | | D | ✓ | ✓ | | |
| Experience of using Microsoft Office Package, Outlook and Google suite | E | | ✓ | ✓ | | |
| GDPR and safe data handling | E | | ✓ | ✓ | | |
| KNOWLEDGE | | | | | | |
| Learning needs and barriers faced by individuals with learning difficulties and or disabilities | E | | ✓ | ✓ | | |
| SEND Code of Practice and other legislation relevant to the role including Instructions for conducting examinations | | D | ✓ | ✓ | | |
| Knowledge of the JCQ Regulations for exam access arrangements | E | | ✓ | ✓ | | |
| Knowledge of specialist equipment, software and assistive strategies for individuals with learning difficulties and or disabilities | E | | ✓ | ✓ | | |
| ALS process relevant to the role | | D | ✓ | ✓ | | |
| KEY SKILLS | | | | | | |
| Ability to act calmly in difficult situations and respond professionally to stressful and challenging situations | E | | | ✓ | | ✓ |
| Excellent communication and interpersonal skills with the ability to communicate across a range of methods and levels | E | | | ✓ | | ✓ |
| Ability to work independently, self-motivated with excellent organisational and time management skills | E | | | ✓ | | ✓ |
| Effective team working skills with the ability to develop and maintain good working relationships with others | E | | | ✓ | | ✓ |
| Attention to detail, accuracy and awareness of the importance of data accuracy | E | | | ✓ | | ✓ |
| Good customer services skills | E | | | ✓ | | ✓ |
| OTHER | | | | | | |
| Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | | | ✓ | | |
| Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG | E | | | ✓ | | |
| Evidence of a personal commitment to continuous professional development and training | E | | | ✓ | | |
| Commitment to the IEG's core values | E | | | ✓ | | |
| Awareness of Health & Safety, wellbeing and environmental issues | E | | | ✓ | | |
| Flexible approach to working practices | E | | | ✓ | | ✓ |

| | | | | | | |
|---|---|----------------------|--|---|--|---|
| Professional appearance and behaviour at all times | E | | | ✓ | | ✓ |
| Good previous attendance record | E | | | ✓ | | ✓ |
| Ability to travel on College and Group business | E | | | ✓ | | |
| Satisfactory enhanced DBS check + barred list for regulated roles | E | Pre-employment check | | | | |

Assessment Criteria: A = Application, I = Interview, T = Test, R = References