



## DRAFT JOB DESCRIPTION

JOB TITLE:	Access Arrangements Co-ordinator
GRADE:	Grade D
WORKING WEEKS/ HOURS:	39 weeks; 30 hours per week
TIMES WORKED:	Days and times to be agreed at interview
Base	Learning Support

### ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: SENCo

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### GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

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### JOB PURPOSE

Responsible for overseeing and managing the process of providing exam adjustments for students with special educational needs and disabilities (SEND), ensuring compliance with the regulations set by the Joint Council for Qualifications (JCQ). This role is crucial in ensuring that students receive the support they need to demonstrate their abilities fairly in exams.

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### RESPONSIBILITIES/ACCOUNTABILITIES:

The main duties of an Access Arrangements Co-ordinator typically include:

- **Administration & Management:** You'll manage the entire access arrangements process, from initial referrals and screenings to the final submission of applications. This involves organising and maintaining meticulous student records and files, ensuring all necessary evidence is collected and stored securely for potential JCQ inspections.
- **Assessment & Identification:** A key part of the job is identifying students who may need access arrangements. This can involve liaising with teachers, parents, and students, as well as conducting assessments (e.g., for reading speed or comprehension).

- **Liaison & Communication:** You'll act as the main point of contact for all stakeholders regarding access arrangements. This includes communicating with students and their parents, providing guidance to teaching staff on the "normal way of working" for students, and working closely with the school's exams officer and SENCO (Special Educational Needs Co-ordinator) to ensure a smooth process.
  - **Compliance & Training:** The role requires a deep understanding of the **JCQ regulations**, as well as any other relevant legislation, like the Equality Act 2010. You'll be responsible for ensuring all applications and procedures adhere to these rules and for staying up to date with any changes. You may also provide training to other staff members, like invigilators, readers, or scribes, on how to correctly facilitate these arrangements.
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## NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
  - Hours of work/designated lunch times may be subject to change for operational reasons.
  - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
  - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
  - No other holidays will be granted during term time without a very exceptional reason. Notice must be In exceptional cases where time off is granted it will either be as
    - (a) unpaid leave, or
    - (b) time made up in lieu (by negotiation).
  - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
    - (a) Overtime has been worked by agreement with the Headteacher.
    - (b) To attend a special event e.g. graduation.
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## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the SLL – Pastoral.

Date Prepared: September 2025

Prepared By: HR

Date Reviewed:

Reviewed By: