

Haydon School

Job Description: Access Arrangements Coordinator

Purpose	<ul style="list-style-type: none"> • To coordinate, administer and monitor all examination access arrangements within the school in accordance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements. • To work closely with the SENCo, Examinations Officer, teaching staff, parents/carers and external professionals to ensure that eligible students receive appropriate access arrangements and reasonable adjustments. • To maintain accurate records and evidence required to support applications for access arrangements and ensure compliance with statutory and regulatory requirements. • To support students in accessing examinations fairly and equitably by ensuring arrangements are identified, processed, implemented and reviewed effectively.
Reporting to:	SENCo
Liaising with:	SENCo and SEND Team Examinations Officer Curriculum Leaders and Teaching Staff Senior Leadership Team Parents and Carers Educational Psychologists and Specialist Assessors External Agencies and Examination Boards Administrative and Support Staff
Working time:	3 days per week & 21 Hours per Week (8:30 - 4:00 inclusive of 30-minute break). Total of 38.2 weeks per year inclusive of calendar meetings and INSET.
Salary/Grade:	Scale 4 - Point 7 to 10 (Dependent upon experience and qualifications) Pro-Rata £14,400 to £15,029 (FTE £30,288 to £31,611)
Disclosure level	Enhanced
Core duties and responsibilities	
Access Arrangements Administration	<ul style="list-style-type: none"> • Coordinate the school's Access Arrangements process in accordance with current JCQ regulations and awarding body requirements. • Maintain comprehensive records for all students receiving examination access arrangements. • Establish and maintain Access Arrangements Registers and tracking systems to monitor applications, approvals, reviews and implementation. • Coordinate the collection, organisation and storage of evidence required to support access arrangements applications. • Ensure all documentation, evidence and records are maintained securely and in compliance with GDPR requirements. • Prepare and maintain student files relating to access arrangements, including teacher evidence, candidate histories, Form 8 documentation, file notes and supporting records. • Produce and update Access Arrangements documentation, guidance materials and tracking spreadsheets. • Monitor key JCQ deadlines and ensure all applications and supporting evidence are submitted within required timescales. • Coordinate annual reviews of access arrangements to ensure ongoing compliance and appropriateness. • Maintain accurate records of students transferring into and out of the school who have existing access arrangements. • Request, obtain and review access arrangements documentation from previous

	<p>schools where applicable.</p>
<p>Assessment and Evidence Gathering</p>	<ul style="list-style-type: none"> • Coordinate the collection of teacher feedback and evidence required to demonstrate normal way of working. • Liaise with teachers to ensure evidence is gathered consistently and in line with JCQ requirements. • Support the SENCo in identifying students who may require access arrangements. • Coordinate screening, assessments and specialist testing undertaken by qualified assessors. • Ensure all evidence supports the student's normal way of working and examination needs. • Monitor the validity and currency of assessment evidence. • Prepare documentation required for specialist assessors and educational psychologists where appropriate.
<p>Working with Students</p>	<ul style="list-style-type: none"> • Ensure students understand their approved access arrangements and how these will operate during examinations. • Support students in becoming familiar with their arrangements through internal assessments, mock examinations and classroom practice. • Maintain accurate records of students' use of arrangements to evidence normal way of working. • Support students during examination periods by responding to access arrangements queries and concerns. • Liaise with students regarding examination requirements and access arrangements procedures.
<p>Working with Staff, Parents/Carers and External Professionals</p>	<ul style="list-style-type: none"> • Act as the school's primary administrative contact for access arrangements queries. • Communicate effectively with parents and carers regarding access arrangements processes, assessments, approvals and outcomes. • Coordinate communication relating to candidate notifications and parental acknowledgements. • Liaise with teaching staff to gather evidence and ensure approved arrangements are implemented consistently. • Work closely with the Examinations Officer to ensure approved arrangements are accurately reflected in examination timetables and rooming arrangements. • Coordinate meetings relating to access arrangements and maintain accurate records of discussions and decisions. • Liaise with specialist assessors, educational psychologists and other external professionals as required. • Support transition arrangements for students moving between educational settings.
<p>Compliance and Quality Assurance</p>	<ul style="list-style-type: none"> • Maintain up-to-date knowledge of JCQ regulations, examination board requirements and relevant SEND legislation. • Attend annual Access Arrangements and JCQ training events. • Monitor compliance with examination regulations and identify any risks or areas requiring improvement. • Support the SENCo in developing, reviewing and improving access arrangements procedures and systems. • Assist with JCQ inspections, audits and centre reviews. • Ensure all records and evidence are inspection-ready and available upon request. • Produce reports and management information relating to access arrangements as required.

Operational Responsibilities	<ul style="list-style-type: none"> ● Coordinate weekly Access Arrangements meetings and maintain action logs. ● Support the planning and implementation of examination arrangements during internal and external examination periods. ● Liaise with the IT Department regarding examination technology, readers, scribes, word processors and other approved adjustments. ● Coordinate examination support staff requirements relating to approved arrangements. ● Assist with examination contingency planning relating to access arrangements. ● Support the preparation of examination accommodation and resources where required.
Training and Development	<ul style="list-style-type: none"> ● Deliver training and briefing sessions for staff regarding access arrangements procedures and JCQ requirements. ● Promote awareness of examination access arrangements across the school. ● Support staff in understanding normal way of working requirements and evidence collection processes. ● Participate in relevant professional development and training. ● Engage fully in the school's appraisal and performance management processes.
Health and Safety	<ul style="list-style-type: none"> ● Promote the safety and wellbeing of students and staff by adhering to school policies and procedures. ● Follow safeguarding procedures and the requirements of Keeping Children Safe in Education (KCSIE). ● Maintain confidentiality and security of sensitive student information. ● Undertake staff duties and responsibilities as reasonably directed by the school.
Other Specific Duties	<ul style="list-style-type: none"> ● Attend Open Evenings, Transition Events and Parent Information Evenings where required. ● Support SEND and Examination Department projects and initiatives. ● Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably required by the SENCo, Headteacher or Senior Leadership Team.

You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff, review and development process

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

DATE: JUNE 2026