

## JOB DESCRIPTION

JOB TITLE:	Access Arrangements Co-ordinator
CURRICULUM AREA	INSPIRE SEND Provision
RESPONSIBLE TO:	Cross College SENCO/Manager
RESPONSIBLE FOR:	No subordinate staff

## MAIN TASKS AND RESPONSIBILITIES:

1. Co-ordination and Administrative duties for the Exam Access Arrangements Process
2. Training
3. General responsibilities

### **1. Co-ordination and Administrative Duties**

Working under the guidance of the Cross College SENCo/Manager support with all administrative tasks relating to the Exams Access Arrangement process including:

- Maintaining spreadsheets, lists and electronic files
- Completing F8 and F9 documents
- Collation of NWW and medical evidence
- Uploading of evidence and forms and information to internal college systems
- To develop forms and other communications/systems to gather necessary evidence from learners, monitoring effectiveness and updating as necessary.
- Liaises with curriculum staff, the Exams Team and the SEND Provision team as appropriate
- Liaises with students/parent as appropriate in a calm and professional manner.
- Co-ordinating and facilitating the external Access Arrangements Assessor visits
- With the support of the Cross-College SENCo/Manager to provide information required during a JCQ inspection of Access Arrangements and support the inspection process.
- Monitor, track and report on data related to the provision of the Access Arrangements process.

## **2. Training and Supporting Colleagues**

Maintain a thorough and up to date working knowledge of the JCQ Regulations (and others as appropriate), including attending update training yearly or as appropriate.

To summarise and pass updates onto relevant colleagues in the SEND Team, Exams Team and wider college.

Develop and maintain high quality training materials.

Deliver online and face to face sessions for staff to be able to understand their roles and responsibilities in relation to the Exams Access Arrangements process and comply with agreed deadlines and requests for information.

## **3 General responsibilities**

- To take personal responsibility for inclusion, safeguarding and promoting the welfare of children and vulnerable adults.
- To contribute to the attainment of the College's strategic objectives as appropriate.
- To comply with all College policies, procedures, practices and rules as may be made from time to time.
- To take responsibility for own professional development and ensure up to date knowledge on all areas associated with HR administration.
- To take an active part in staff development and appraisal systems.
- To undertake such other duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your present place of work or any other establishment for which the College provides services.

**NB:** In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.