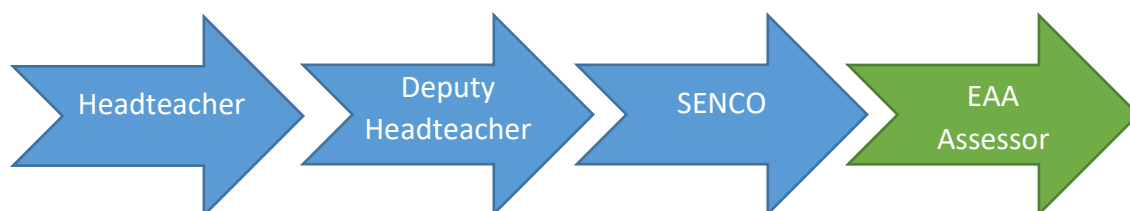




Job Description for Exam Access Arrangements Assessor

Role Title	Exams Access Arrangements Assessor
Faculty	SEN
Role Purpose	<ul style="list-style-type: none"> To lead on screening and completing specialist assessments of students for exam access arrangements. To complete the access arrangements process by conducting assessments and completing Form 8s. To work in liaison with the SENCO and Exams Officer in ensuring that Exam Access Arrangements are in place for all internal and external exams. To maintain accurate records on the SEN Provision Map and share this information with teaching staff and grers. To keep up to date with changes to the Joint Council for Qualification [JCQ] regulations for exam access arrangements and reasonable adjustments and share these with staff. If you are a teacher who has progressed to the Upper Pay Range, you will be expected to demonstrate the UPR expectations as stated in the Teacher Standards
Reporting To	SENCO
Working Time	Part time 0.4
Salary/Grade	Classroom Teachers' Pay Scale
Disclosure Level	Enhanced

Organisation



Accountabilities

Accountability	Expectations
Safeguarding, Student Safety and Wellbeing	<ul style="list-style-type: none"> Be fully committed to safeguarding and promoting the welfare of children Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. To attend all Safeguarding and Child Protection statutory training as required Adhere to Safeguarding policies and procedures and the Staff Code of Conduct, upholding professional standards at all times Demonstrate empathy and kindness towards students and fellow staff
Teaching and Learning	<ul style="list-style-type: none"> To be responsible for the wider effectiveness of SEND practices. This might include: Providing information about students and their learning needs and support teachers in ensuing their needs are met in the classroom. Promoting student inclusion in the school community and access to all parts of the curriculum Keeping abreast of developments in the field of exam access arrangements

	<ul style="list-style-type: none"> Promoting the removal of barriers to learning
Assessment and Monitoring	<ul style="list-style-type: none"> Assess the specific needs of learners in order to inform staff and ensure effective exam access arrangements are in place. To monitor the performance of identified learners, ensuring exam access arrangements are effective and in line with JCQ requirements. Support and guide learners to reflect on their own learning, identifying the support and strategies they could use to progress in their learning.
Subject and Curriculum	<ul style="list-style-type: none"> Demonstrate a secure knowledge and understanding of SEN and Joint Council for Qualification [JCQ] regulations for exam access arrangements and reasonable adjustments. Know and understand the relevant statutory and non-statutory guidance and frameworks
Operational/ Strategic Planning	<ul style="list-style-type: none"> Lead on the screening and specialist assessments of students for exam access arrangements for all year groups. To complete the access arrangements process by conducting assessments and completing Form 8s. To work in liaison with the SENCO and Exams Officer in ensuring that Exam Access Arrangements are in place for all internal and external exams. To maintain accurate records on the SEN Provision Map and share this information with teaching staff and parents/carers.
Professional Development	<ul style="list-style-type: none"> Take part in the school's staff development programme by participating in arrangements for further training and professional development Continue personal development in relevant areas including Joint Council for Qualification [JCQ] regulations for exam access arrangements and reasonable adjustments. Engage actively in the Performance Management Review process
Quality Assurance	<ul style="list-style-type: none"> Contribute to the process of monitoring and evaluation of the SEN department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. Take part, as may be required, in the review, development and management of activities relating to the SEN department.
Management Information	<ul style="list-style-type: none"> Maintain appropriate records and provide relevant accurate and up-to-date information for assessment, registers, etc.
Communications	<ul style="list-style-type: none"> Communicate effectively with the parents/carers of students as appropriate Communicate and co-operate with persons or bodies outside the school Follow agreed policies for communications in the school
Marketing and Liaison	<ul style="list-style-type: none"> Take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools if required. Contribute to the development of effective links with external agencies
Management of Resources	<ul style="list-style-type: none"> To assist the SENCO to identify resource needs and to contribute to the efficient/effective use of physical resources To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students

Other:

In addition to the above we expect all staff to adhere to all school policies, attend and participate in staff meetings as required and make your own contribution to the community life of the school. Employees are expected to be courteous to colleagues and welcoming to all, in person, on the telephone or in written correspondence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

Testwood School is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Testwood 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.