

ST MARY'S COLLEGE

Job Description & Person Specification

School Mission: *"With God, anything is possible."*

St Mary's College is an Ofsted 'Outstanding' Catholic secondary school dedicated to providing an extraordinary education where students and staff alike flourish, grow, and achieve their full potential in a supportive, faith-filled community.

SECTION 1: RECRUITMENT ADVERT

Position: Exams Access Arrangements Assessor

Location: St Mary's College (St Cuthbert's RC Academy Trust)

Grade / Salary: To be discussed (dependent on the successful candidate's experience and qualifications)

Working Pattern: Part-Time / Full-Time / Term-Time plus specified days (Flexible options available)

Are you a passionate specialist committed to breaking down barriers to learning and ensuring equity for all students? St Mary's College is seeking to appoint an enthusiastic and fully qualified

Exams Access Arrangements Assessor to join our high-performing SEND and Inclusion team.

In our school community, guided by our conviction that *"with God, anything is possible,"* every child is valued as a unique individual. As our Access Arrangements Assessor, you will play a pivotal role in assessing students with special educational needs, disabilities, and temporary injuries to ensure they receive appropriate exam access arrangements in full compliance with JCQ (Joint Council for Qualifications) regulations.

Why work at St Mary's College?

- **Ofsted 'Outstanding':** Be part of a culture of educational excellence and continuous improvement.
- **Supportive & Faith-Filled Environment:** Work within a compassionate, community-focused ethos where staff wellbeing and professional development are prioritised.
- **Impactful Role:** Directly influence student confidence, wellbeing, and academic success at critical stages of their educational journey.

SECTION 2: JOB DESCRIPTION

ORGANISATION:	St Cuthbert's RC Academy Trust / St Mary's College
JOB TITLE:	Exams Access Arrangements Assessor
GRADE:	Grade 7/8 (Specialist)
REPORTING TO:	SENDCo / Senior Assistant Headteacher (Inclusion)

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, giving positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

PURPOSE OF ROLE: To carry out specialist educational testing and assessments for students requiring access arrangements for public and internal examinations (GCSE, A-Level, Vocational) in accordance with JCQ regulations and guidelines. The postholder will lead on the completion of JCQ Form 8s, compile core evidence of need and history of provision, and work closely with the SENDCo and Examinations Officer to ensure full compliance and seamless exam support. This role will sit as a bridge between the SEND and the Exams teams, working closely with both teams to ensure nothing is left to chance. The role will also support the smooth running of the SEND team, ensuring all students' needs are met in a timely and efficient manner.

PRINCIPAL ACCOUNTABILITIES

1. Assessment & Access Arrangement Identification:

- Conduct formal, standardised psychometric and diagnostic assessments for students who may require access arrangements (e.g. extra time, reader, scribe, word processor, rest breaks).
- Ensure all assessments adhere strictly to JCQ regulations, the Equality Act 2010, and current awarding body guidelines.
- Complete Section C of JCQ Form 8 document accurately, ensuring all relevant psychometric test scores and qualitative evidence meet statutory thresholds.
- Identify specific learning difficulties (SpLD) and cognitive profiles that impact examination performance.

2. Administration, Data & Evidence Management:

- Maintain meticulous records, diagnostic reports, and test papers for inspection by the JCQ Centre Inspector.
- Gather and synthesise background information, teacher feedback, and normal way of working evidence from subject leaders and pastoral teams.
- Liaise with the Examinations Officer to submit online access arrangement applications (AAO) in a timely manner ahead of statutory deadlines.
- Track and monitor students receiving access arrangements, ensuring arrangements are regularly reviewed and reflect their current normal way of working.
- Work closely with the EAA Administrator to ensure that all documentation is completed accurately and efficiently.

3. Support for Students, Teachers & Stakeholders:

- Provide sensitive, encouraging guidance to students during testing, fostering a supportive environment that builds confidence and reduces anxiety.
- Communicate assessment outcomes clearly and empathetically to pupils, parents/carers, and teaching staff.
- Advise teaching and support staff on practical strategies to embed access arrangements into classroom teaching and mock examinations, and quality assure the provision to ensure that all arrangements are embedded effectively.
- Work collaboratively with Achievement Support Assistants (ASAs) and invigilators to ensure they are trained in delivering specific access arrangements (e.g. practical assistants, readers, scribes).
- Provide additional support within the SEND team to ensure all students with SEND can flourish.

4. School Ethos, Safeguarding & Health and Safety:

- Promote and safeguard the welfare of children and young people at all times.
- Actively support and reflect the Catholic ethos and mission statement of St Mary's College (*"With God, anything is possible"*).
- Ensure compliance with all school policies regarding safeguarding, health and safety, data protection (GDPR), and confidentiality.

DIMENSIONS & WORKING RELATIONSHIPS

- **Responsibility for Staff:** None direct, but provides guidance and training to invigilators and teaching assistants regarding access arrangements. Also works closely with the EAA Administrator.
- **Responsibility for Students:** Direct responsibility for assessing identified cohorts of students across Key Stage 3, Key Stage 4, and Key Stage 5 (1800+ students across the school).
- **Responsibility for Budgets:** Management and ordering of standard assessment

materials and testing kits within allocated departmental budget.

- **Working Relationships:** SENDCo, Examinations Officer/Manager, Assistant SENDCo(s), Class Teachers, Learning Support Team, Students, Parents/Carers, and JCQ Inspectors.

SECTION 3: PERSON SPECIFICATION

Criteria / Requirement	Essential	Desirable	How Identified
1. Qualifications			
Postgraduate Level 7 Access Arrangements Assessor Qualification (e.g. CPT3A, PAPAA, SpLD Assessment Award, or equivalent accredited qualification meeting JCQ criteria)	√		AF / CQ
GCSE English and Mathematics (Grade C/4 or above)	√		AF / CQ
Degree in Psychology, Education, Special Needs, or related discipline		√	AF / CQ
Level 1 Safeguarding Qualification		√	AF / CQ
2. Experience			
Proven experience of administering psychometric assessments and diagnostic testing in a secondary school or FE environment	√		AF / I / R
Experience compiling JCQ Form 8 documentation and gathering history of need/normal way of working	√		AF / I / R
Working within a Catholic secondary school setting or holding familiarity with faith-based educational ethos		√	AF / I
3. Knowledge & Understanding			

Criteria / Requirement	Essential	Desirable	How Identified
Thorough, up-to-date working knowledge of current JCQ General Regulations and Access Arrangements & Reasonable Adjustments guidelines	√		AF / I
Understanding of SEN code of practice, SpLD, ADHD, Autism, and cognitive processing needs	√		AF / I
Knowledge of child protection and safeguarding procedures in schools	√		AF / I
4. Skills & Personal Attributes			
Exceptional organisational and administrative skills with rigorous attention to detail	√		AF / I / R
Ability to relate warmly, patiently, and encouragingly to young people, putting them at ease during testing	√		AF / I / R
Clear written and verbal communication skills to report findings accurately to staff and parents	√		AF / I / R
Proficiency in ICT, management information systems (e.g. SIMS/Arbor), spreadsheet tools, and assessment software	√		AF / I
Commitment to upholding the Catholic mission and values of St Mary's College ("With God, anything is possible")	√		AF / I

**Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment.*