

JOB DESCRIPTION

Job Title: Exam Access Arrangement Coordinator (full time, for 41 weeks per year)

Responsible to: Head of Examinations & Management Information Systems

Job Purpose: The Exam Access Arrangements (EAA) Coordinator is responsible for assessing, planning, implementing and maintaining appropriate exam access arrangements and reasonable adjustments for eligible students in accordance with JCQ regulations and awarding body requirements. The post holder will work closely with the SEND team, curriculum staff, and the exams office to ensure timely identification, accurate evidence collection, and effective provision of arrangements that support student needs while maintaining exam integrity.

A. SPECIFIC RESPONSIBILITIES

Assessment & Identification

1. To collate disclosures of access arrangements from the College's application form.
2. To seek students' access arrangements from previous schools/colleges and, where possible, gather and administer the records and application online for Rolling Forward the existing arrangements.
3. Conduct or arrange assessments for exam access arrangements in accordance with JCQ and awarding body regulations.
4. Identify students who may require access arrangements through referrals from teachers, pastoral teams, and the SEND team.
5. Maintain up to date knowledge of all the requirements in the JCQ Exam Access Arrangement and Reasonable Adjustment document.
6. Ensure a system is in place for communicating proposed exam access arrangements to teaching staff and when approval has been granted.
7. Support the Exams Team with administrative tasks associated with the planning, organisation and administration of internal and external examinations.

Evidence Collection & Documentation

1. To request, gather, collate and prepare background information, history of need, current difficulties, evidence of impact on teaching & learning, normal way of working, sample documentation etc. for the application of an exam access arrangement or prior to a diagnostic exam access assessment.
2. Ensure systems are in place for reporting of 'normal way of working' and 'impact on teaching and learning'.
3. Ensure all documentation meets JCQ requirements and is stored securely for inspection and audit.

4. Complete and submit online applications via Access Arrangements Online (AAO) and other AB secure sites where applicable within JCQ deadlines.

Implementation & Support

1. Work with the teaching staff and SEND team to ensure students understand and regularly use their EAA as a normal way of working throughout the academic year.
2. Work with the exams office to ensure all approved arrangements are scheduled, resourced and implemented for internal and external assessments.
3. Ensure the Exam Team are kept fully up to date with all proposed and approved exam access arrangements using the college wide Pro Solution system.
4. Provide guidance to invigilators and exams staff regarding EAA protocol and invigilation as well as individual student needs and adjustments.
5. Work with the SEND Team to support the organisation of readers, scribes, prompt staff, separate rooms and other arrangements as required.
6. Provide training to the invigilation team on the set up and implementation of exam access arrangements e.g. computer readers, scribes etc.

Communication & Collaboration

1. Work closely with teaching staff to monitor the effectiveness of exam access strategies and confirm normal way of working.
2. Provide training, updates and briefings to staff on JCQ regulations and the referral process.
3. Act as a key point of contact for students and parents regarding EAA queries.

Compliance & Quality Assurance

1. Ensure all practices fully comply with JCQ regulations, college policies and safeguarding requirements.
2. Prepare for JCQ inspections, including maintaining accurate records and ensuring appropriate staff awareness.
3. Review, evaluate and improve internal processes related to exam access arrangements.
4. Keep up to date with annual JCQ changes and communicate implications to staff.

B. GENERAL RESPONSIBILITIES

All College employees are expected to:

1. Maintain their own continuing professional development and attend meetings, training and conferences, as required.
2. Maintain discretion and confidentiality as appropriate for the post.
3. Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
4. Positively promote and represent the College both internally and externally, particularly within the local community.

5. Proactively assist in the management of students and visitors throughout the College.
6. Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
7. Liaise with other departments/faculties and members of staff, as appropriate.
8. Participate in College events, as required.
9. Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

PERSON SPECIFICATION

The college regards the following as important criteria and will look for evidence that candidates meet as many as possible.

C. QUALIFICATIONS

Essential

1. Demonstrable experience conducting assessments compliant with JCQ guidelines.
2. Experience working within SEND, learning support, exam department or a similar educational area.
3. Experience of collecting, maintaining and evidencing student support records.
4. Good standard of general education, 5 GCSE's A-C including Maths and English or equivalent.
5. Qualified by relevant experience.

Desirable

1. Experience working within a sixth form or FE environment.
2. A postgraduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment or a specialist teacher assessor with a current SpLD Assessment Practising Certificate, as awarded by BDA, the Dyslexia Guild or Patoss and listed on the SASC website.
3. Knowledge of the Access Arrangements Online system (AAO).
4. Experience collaborating with exams officers and invigilators.

D. EXPERIENCE

1. Experience in liaising with students, families, colleagues and a range of agencies to ensure support needs are met.
2. Experience of working in FE, especially in a sixth form college.
3. Experience of working with students in the 16-18 age range. Sixth Form College experience would be advantageous.
4. A demonstrable record of success in previous roles.

E. KNOWLEDGE AND AWARENESS

1. Detailed knowledge of JCQ Access Arrangements and Reasonable Adjustments regulations.
2. Understanding of learning difficulties (e.g., dyslexia, ADHD, ASD) and how they impact exam performance.
3. Knowledge of specialist assessment tools used in.
4. Understanding of the principles of normal way of working and how to evidence it.
5. Awareness of inclusive education, safeguarding, and data protection requirements.
6. Understanding of how EAA interacts with teaching, learning, and curriculum planning.
7. Knowledge of the Equality Act, the Special Needs and Disability Act 2001 and the forthcoming SEND Reform and how it impacts on examinations and assessment.
8. Clear understanding of safeguarding processes and procedures.
9. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.

F. SKILLS

1. Highly effective organisational skills, a methodical approach such that all work is undertaken in a thorough and accurate manner.
2. Excellent written and verbal communications skills, in particular the ability to communicate complex information to others, with effective listening and influencing skills and the ability to consult at a face-to-face level on a wide range of issues.
3. Excellent interpersonal and negotiation skills in order to develop and manage relationships with a diverse range of people internally and externally with tact and diplomacy.
4. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
5. The ability to work under pressure and be flexible.
6. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.
7. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, PowerPoint and Outlook, and any other relevant software/database).
8. An ability to take responsibility for several tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.

G. PERSONAL QUALITIES

1. Commitment to ensuring that students with disabilities and learning support needs progress as far as they are able within the College through support on mainstream courses.
2. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
3. High levels of emotional resilience, positivity and drive.
4. Strong intellectual powers and the ability to be reflective.
5. Personal and professional integrity, which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature,

handle difficult situations with tact and diplomacy and have complete respect for confidentiality.

6. Passionate about teaching, learning, quality improvement and the wider Sixth Form College experience.
7. A proactive approach demonstrating an openness to change.
8. The suitability to work with children.
9. A commitment to the College's values and a shared responsibility to achieving greatness
10. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
11. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
12. A commitment to continuing professional development.
13. A commitment to equality of opportunity.

Please note that the College requires candidates wishing to be considered for employment to complete an application form via the My New Term website. The College is unable to accept any standalone CVs submitted. Any CVs that are submitted with a completed application form will be seen as secondary information. As such, shortlisting will be on the basis of the information provided in the application form.

Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Orders 1975, 2013 and 2020.

Offers of employment are subject to evidence of the relevant qualifications, the right to work in the UK, references and DBS clearance that are deemed satisfactory to the College.

PAY AND CONDITIONS

- SALARY:** Sixth Form College's Support Staff Spine point 28, £27,515 rising to point 31, £30,035 with annual increments based on service and performance related criteria. (This is the pro-rated equivalent of the full-time scale, £30,444 rising to, £33,232).
- HOURS:** You will be required to work 37 hours per week, term time only for 39 weeks with an additional 2 weeks. A degree of flexibility is required.
- Early starts and late finishes are sometimes required in the examinations season.
- START DATE:** 24/08/2026
- DISCLOSURE:** The College will seek an enhanced disclosure from the Disclosure & Barring Service.

Closing date for all completed application forms: Monday 11th May 2026, at 8:00am

Interviews planned for week commencing: Monday 18th May 2026