

## **Assessor and Access Arrangements Coordinator**

**Responsible to:** Director of SEND and Inclusion

**Job purpose:** The coordination and monitoring of access arrangements and the completion of screeners as part of the schools SEND identification process.

### **Main Duties and responsibilities**

- Acting as the school's main point of contact for staff and parents/carers in relation to Access Arrangements.
- Maintaining relevant knowledge of JCQ requirements, resources, legislation and best practice by attending regular training.
- Following the school's Access Arrangements policy and in close consultation with the SEND team, deciding whether to initiate the screening process for a student.
- Ensure the efficient and effective provision of examination access arrangements screenings, using an appropriate range of recognised standardised testing tools (including Lucid Exact) provided by the school.
- Advise the school on suitable testing tools for purchase assessment.
- Co-ordinating Access Arrangement assessments including collecting and coordinating the completion of relevant paperwork and evidence.
- Overseeing and coordinating the provision of Access Arrangements to eligible students, in liaison with the Exams Office and with curriculum teams.
- Provide training, advice and support to the exams team (including invigilators), and the wider staff (including the Autism Provision), to ensure access arrangements adhere to current JCQ regulations.
- Monitoring students' use of Access Arrangements and initiating changes if necessary.
- Applying to awarding bodies for Access Arrangements for all assessments including GCSEs and A Levels.
- Providing resources and equipment to students where they have been approved for Access Arrangements.
- Ensuring that invigilators are fully aware of students' Access Arrangements and are trained appropriately.

- Liaise with any schools or colleges, from or to which students are transferring to enable the collection of any relevant forms and paperwork.
- Ensuring that JCQ deadlines are met.
- Organising and managing student files, ensuring required evidence is up-to-date, in preparation for JCQ inspection(s).
- Participating in school line management and appraisal systems.
- To complete screeners to support the identification of students with possible additional needs.
- To update student records with results and data from assessments and screeners.
- To update Pupil Passports with relevant data after the completion of screeners and assessments.
- To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Union representation will be welcomed in any such discussion.