



King Edward's

W I T L E Y

Job Description – Access Arrangement Co-ordinator (part-time)

Overall Purpose

The successful applicant would be responsible for leading, managing, and administering all aspects of exam access arrangements within the school. The role ensures compliance with Joint Council for Qualifications (JCQ) regulations and supports students with Special Educational Needs and Disabilities (SEND), particularly those with Specific Learning Difficulties (SpLD), to access examinations fairly and equitably.

We are a collaborative and supportive team, and the post holder will be a key member of the Inclusive Learning Department. Whilst the post holder will take the lead on access arrangements, they will be supported by the wider Inclusive Learning Team.

The successful applicant will provide high quality support within the Inclusive Learning Department, ensuring efficient coordination of exam access arrangements.

Reporting to: Head of Learning Support

Location: King Edward's Witley

Direct reports: Nil

Hours of work: Part-time, 2 days per week (16 hours, exclusive of breaks) and term-time only.

The Department: -

Inclusive Learning is a welcoming space, at the heart of the school. It is fully resourced with an up-to-date range of assistive technology such as touch typing, text to speech, spelling and dictation programmes. The School's wireless network gives pupils access to the internal network. and the Internet. The boarding and day Houses are located within the School's extensive campus.

The Department is friendly and committed to providing the very best academic support to all pupils and has strong links with the Houses as well as the library. We also liaise closely with the individual academic departments to ensure we create the optimum learning environment for all.

Role description

Key tasks and responsibilities

- Planning, assessing, implementing, and quality assuring access arrangements for internal and external examinations, in accordance with current JCQ (Joint Council for Qualifications), PAAO, CIE regulations, and GDPR
- Ensuring that SEND information relating to access arrangements is accurate, and that documentation is recorded and stored appropriately

- Determining appropriate access arrangements, including:
 - Extra time
 - Reader / computer reader
 - Scribe
 - Word processor
 - Rest breaks
 - White noise
 - Smaller venues
 - Modified papers / alternative formats
- Ensuring that access arrangements reflect students' normal way of working
- Working with the Inclusive Learning Team to complete Form 8s and Form 9s
- Completing whole-year group screening for Year 7 and Year 9
- Working collaboratively with teaching staff, pastoral teams, and parents to ensure high-quality provision
- Planning and preparing access arrangements for internal examinations
- Providing advice and support to students regarding their access arrangements
- Teaching 1:1 specialist lessons, where required
- Supporting internal examinations within the department, including invigilation where necessary

Person specification

Attributes

- Professional integrity and confidentiality
- Commitment to inclusive education
- Analytical, evidence-based approach
- Ability to work both independently and collaboratively

Skills and knowledge

Essential

- Level 7 qualification in Teaching and Assessing Learners with Dyslexia / Specific Learning Difficulties
- A valid SpLD Assessment Practising Certificate (APC)
- Up-to-date knowledge of JCQ Access Arrangements and Reasonable Adjustments regulations
- Evidence of continued professional development in SEND and assessment
- Strong knowledge of dyslexia and specific learning difficulties
- Experience conducting diagnostic or screening assessments
- Excellent organisational and administrative skills
- High level of attention to detail and ability to meet strict deadlines
- Strong communication and interpersonal skills
- Ability to interpret and apply regulatory frameworks

Desirable

- Experience working in an independent school setting
- Experience supporting GCSE and A Level
- Familiarity with assistive technology

Child Protection: King Edward's School Witley is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants are required to complete an Enhanced disclosure through the DBS. Please refer to our websites or ask HR for our child protection and rehabilitation of offenders policy. Shortlisted candidates will also be reviewed on social media/on-line platforms. We particularly welcome applications from under-represented groups.

No job description can fully encompass every aspect of a role so duties and responsibilities may vary from time to time.

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----