



## **JOB DESCRIPTION**

<b>Job Title:</b>	Exam Access Arrangement (EAA) Coordinator
<b>Responsible to:</b>	SENDSCO / SLT
<b>Grade/Pay Range:</b>	Scale 5 Point 12-16 (subject to Moderation by Local Authority)
<b>Hours:</b>	TBC

### **Job purpose**

To lead on EAA assessment and implementation of EAA for pupils within the school.

### **Main responsibilities**

#### **Contribute to strategic planning for SEND within the whole school by:**

- Identify pupils with additional needs who may be eligible for EAA using a range of evidence including initial screener tests.
- Carry out formal assessment to award EAA for pupils eligible.
- Ensure that all EAA is applied for and in place for eligible pupils in line with guidance from awarding bodies.
- Work with the examination team to implement EAA during examination/ assessment periods.
- Contribute to the MER process to ensure highest quality provision and outcomes for pupils across the school
- Ensure that stakeholders are aware of EAA - (Parents/ carers, teaching staff, SEND team).
- Ensure there is a clear process of EAA assessment and implementation across the whole school.
- Ensure staff within the SEND Dept. are trained appropriately to support pupils during assessments/ exams by providing varying EAA.

#### **Co-ordinate operational planning for SEND by:**

- Assist, the SENDSCO, in managing the day to day operation of the SEND policy, including SEND provision and the effective deployment of staff and physical resources.
- Support the SENDSCO in maintaining a system for identifying, monitoring and reviewing progress of SEND pupils in terms of EAA and embedding pupils usual way of working.

#### ***Allocated Intervention type:***

- Use subject specific specialist skills, training and/or experience to support pupils to improve the use of EAA.
- Assess pupils in all year groups for exam access arrangements.
- Make online applications to governing bodies, e.g. JCQ to ensure EAA is formally applied for.
- Prepare all necessary paperwork to ensure all is in place prior to exam periods and in line with JCQ expectations.
- Respond to changes, requirements of JCQ and update practice accordingly.
- Ensure a clear strategic process is in place for EAA assessment throughout the school.
- Work with colleagues from across the school to ensure appropriate evidence is collated to support EAA applications.
- Undertake and ensure the process of appropriate special arrangements for exams are in place and ensure there is a team available to support – training may need to be undertaken.
- Ensure pupils and parents with exam arrangements are aware and able to use the relevant support by training pupils.
- Manage, plan and deliver group and individual support using appropriate resources
- Ensure targeted pupils are able to access these intervention programmes and are correctly allocated according to need
- Keep appropriate up to date records of pupil progress and regularly report on the progress made using agreed formats
- Provide feedback about pupils in relation to progress and achievement of those involved in the intervention
- Liaise with teaching staff, head of department about the individual needs of pupils
- Attend meetings that relate to pupils that are accessing support
- Support pupils consistently whilst recognising and responding to their individual needs
- Support Home School Worker, ensuring all years have access to EAA and staff are aware of needs

### ***Support for Pupils:***

- Develop relationships with parents who have EAA and enable them to support their child's SEND needs through Parent's Workshops, Evenings etc.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within groups or the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Contribute to the MER process for the SEN Department
- Review EAA provision for each pupil on the SEND register for that particular year group on a termly basis, involving parents in this process.

### ***Support for the Curriculum:***

- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Liaise with relevant external agencies and other schools to ensure best practice for targeted pupil
- Support the use of IT in learning activities and develop pupils' competence and independence in its use, particularly through the implantation of EAA.
- Determine the need for, prepare and maintain general and specialist equipment and resources

### ***Support for the Teacher:***

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Meet with teaching staff as part of the MER schedule or department meetings to ensure best practice
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc and support with online learning

### ***Support for the School:***

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required for the **allocated year group**
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in training and development of staff as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

### **Promote staff development in relation to SEND by supporting the SENDCO with:**

- Keep up to date with research, resources, policy etc. by attending courses, conferences etc. and disseminating good practice in SEND across the school
- Support the SENDCO in providing school INSET
- Observe and mentor TAs to ensure quality outcomes

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

### **School Vision and Ethos – Encourage, Challenge, Succeed**

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

**All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.**

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

Name of post holder .....

Signature .....

Date .....