



ROYAL GRAMMAR SCHOOL

Newcastle upon Tyne

ACCESS ARRANGEMENTS COORDINATOR

Required from January 2025

The successful candidate will bring enthusiasm and commitment to the role of working with our students with learning differences. They will support the teaching and learning of our SEN students through one-to-one sessions, small group teaching, lesson recommendations and the development of study skills from Years 3-13. The role also involves responsibility for collating all paperwork needed to process exam access arrangements for GCSE and A-Level exams in line with the current JCQ guidelines. This will involve also working closely with our Exams Office in ensuring access arrangements for GCSE and A Level are appropriate and rigorously administered in all internal and public exams. The Learning Support Department within RGS is a vibrant, busy and highly regarded department that sits at the heart of the school's ethos. The successful candidate will enjoy working with a team of dedicated professionals and will report to the Head of Learning Support - SENDCo.

Hours: The weekly hours for this role will be 34.5 hours per week during term time, worked over 5 days (Monday to Friday). 2 of the 5 working days will be a half day (specific days/times will be agreed with the successful candidate). The normal core working hours for this role will be as follows: 8.30am-4.30pm on full days. Start and end times on the half days will be agreed with the successful candidate. Please see job information for further details.

Salary: The salary for this role will be up to £37k gross per annum (Full Time Equivalent) on the RGS Support Staff Salary Scale. As this role is part time (i.e. 34.5 hours per week) and term time only, the salary will be pro-rata'd to up to £27k gross per annum. The actual salary offered will be dependent on experience and qualifications offered by the successful candidate.

RGS is proud to be an equal opportunities employer, and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community. We are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment. All posts are subject to pre-interview referencing, internet searches and pre-employment checks including an enhanced DBS check with children's barred list check and other appropriate checks.

CLOSING DATE

9.00am Friday 29th November 2024

TO APPLY

For full details please see www.rgs.newcastle.sch.uk/join-us/work-for-us

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX



@RGS Newcastle