

**ACCESS  
ARRANGEMENTS  
COORDINATOR**

**JOB  
INFORMATION**



RGS



# ACCESS ARRANGEMENTS COORDINATOR

Required from January 2025

Newcastle upon Tyne Royal Grammar School



## THE POSITION

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.



**Job Description:** Access Arrangements Coordinator

**Closing Date:** 9.00am Friday 29<sup>th</sup> November 2024

**Contact:** Head of Learning Support (SENDCo) [l.cattle@rgs.newcastle.sch.uk](mailto:l.cattle@rgs.newcastle.sch.uk)



RGS

## THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



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## THE LEARNING SUPPORT DEPARTMENT

The department is a team of six colleagues with a wealth of experience in independent, maintained, special and specialist schools or units. Our aim is to ensure that every student can enjoy success in and out of the classroom, regardless of the barriers they may face. As such, we have recently appointed a Social Communication Skills colleague to help with this area of need. We like to ensure that all needs are met and to help every student feel willing and able to manage the school curriculum and provide individual or group support where needed.

All students, regardless of their needs, should be offered a broad, balanced, and differentiated curriculum appropriate to their needs, abilities, and aspirations. We work closely with teachers and parents to provide individualised programs which target areas of need, whether these are academic or pastoral. We use a range of evidence-based educational and psychological approaches to help our students, with the student at the heart of decisions about their support. We work with all ages, from Year 3 to Upper Sixth, and so flexibility, communication, positivity, and good knowledge of SEND pedagogy is vital.





## MAIN DUTIES AND RESPONSIBILITIES

The Access Arrangement Coordinator (AAC) will be involved in whole year screenings at certain points in the educational cycle and the follow through that is needed. The role also involves close liaison with both the academic and pastoral areas of the school and will mean working closely with Heads of Year, Heads of Department and subject teachers to ensure a holistic approach to the students' well-being and attainment.

It is a fundamental aim of the Learning Support Department that all students with educational differences are identified and supported appropriately. The role requires a minimum Level 7 Certificate in Psychometric Testing, Assessment and Access Arrangements (CPT3A) or be currently working towards achieving the Level 7 qualification.

### Key duties and responsibilities will include:

- Act as the school's main point for contact for staff and parents in relation to Access Arrangements.
- Conduct exam access arrangement assessments of referred pupils and students for SEN conditions, contributing to the early identification, assessment and intervention of pupils with special educational needs and disabilities.
- Provide support and written advice for students, parents and teachers following the outcome of assessments.
- Be fully up to date with the latest JCQ regulations and be responsible for applying for all exam access arrangements and coordinating the associated paperwork needed for GCSE and A-Level exams, sharing information with the Exams Officer and Deputy Head Academic.
- Be familiar with the Equality Act (2010) to 'assist with the identification of access arrangements that will assist a candidate in examinations and assessments and are thus reasonable adjustments' (JCQ, AA 2024/2025:104).
- Assist with JCQ inspections and ensure all forms are compliant with the JCQ Access Arrangements guidance.
- Collate evidence of individual need in compliance with JCQ regulations to share with the Exams Officer/Assistant Exams Officer and Deputy Head Academic.
- Working closely with the Exams Office to help the smooth running of internal and external exams for candidates with access arrangements, ensuring records are accurate and reflect access arrangement provision across the school.
- Applying to awarding bodies for all assessments including (I)GCSE & (I)A Level.
- Assist with the implementation of Entrance Exams.



### Key duties and responsibilities continued...

- Participate fully and work collaboratively within the Learning Support Department and generally contribute to the effective running of the department.
- Promote contemporary approaches and best practices to supporting teachers in classrooms and our neurodiverse students to make progress.
- Assist in the organisation of our modified curriculum and support our range of extracurricular activities.
- Prepare individual educational plans “IEPs” and effectively manage IEPs where appropriate.
- Prepare and review Learning Profiles alongside students and their parents up to three times per year.
- Assist in the monitoring and evaluation of provision for pupils and provide reports as required.
- Be responsible for your own management and delivery of caseload as identified by Head of Learning Support – SENDCo.
- To assist in the management of the schools SEND register.
- Provide study skills sessions with pupils where appropriate. These could be one to one or small group sessions.

### Key duties and responsibilities continued...

- Deliver support for individuals with literacy and reading approaches, such as reading accuracy, reading comprehension, reading fluency and spelling.
- Support individual learning needs in the classroom as and when required.
- Enthusiastic with a positive outlook and an ability to relate well to children and adults.
- Understanding and experience of KS4 and KS5 curriculum and other relevant learning programs/strategies.
- Ability to use other assistive technology equipment and accessibility features such as Exam Write Pro and Text Help
- Participate in the school and departmental events.
- Assist in the school's compliance with relevant aspects of the Equality Act (2010) and the SEND Code of Practice (2015)
- Attend regular CPD in order to keep up to date with the latest developments in Access Arrangements and SEND
- Carry out any other duties the post holder may reasonably be required to do.





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## QUALIFICATIONS / TRAINING / SKILLS

### Essential Qualifications:

- Level 7 Certificate in Psychometric Assessment & Access Arrangements equivalent to CPT3A, PATOSS AAA Holders, PAPAA, ETAAC, CCET/AAC.
- Level 3/4 for Higher Level Teaching Assistants (HLTA) or equivalent qualification and/or experience.
- Have completed comprehensive training to understand individual needs/SEND Needs and be able to provide evidence of this.
- Excellent numeracy/literacy skills and ICT Skills using Microsoft Office Suite.
- Excellent communication skills and attention to detail in report writing.

### Desirable Qualifications:

- Level 5 or 7 Diploma in Teaching and Assessing Learners with Dyslexia/SpLD or be currently working towards achieving the Level 5 or 7 Diploma.





## PERSONAL QUALITIES

- Dedicated, professional and committed to the role.
- Energetic and enthusiastic with an excellent sense of humour.
- Excellent attendance and punctuality record.
- Excellent written, verbal communication and IT skills.
- Highly organised, with excellent time management skills.
- Awareness of and commitment to Equal Opportunities; a commitment to working with students from diverse backgrounds.
- Ability to work within a fast-paced environment.
- Understanding of, and a commitment to the ethos of the school as a community.
- Tact, discretion, and diplomacy.
- Proactive and able to use own initiative to meet individual needs.
- An understanding of, and commitment to working with young people. These include safeguarding, health and safety, security and handling confidential information at times.
- A personal commitment to professional development.





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## LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

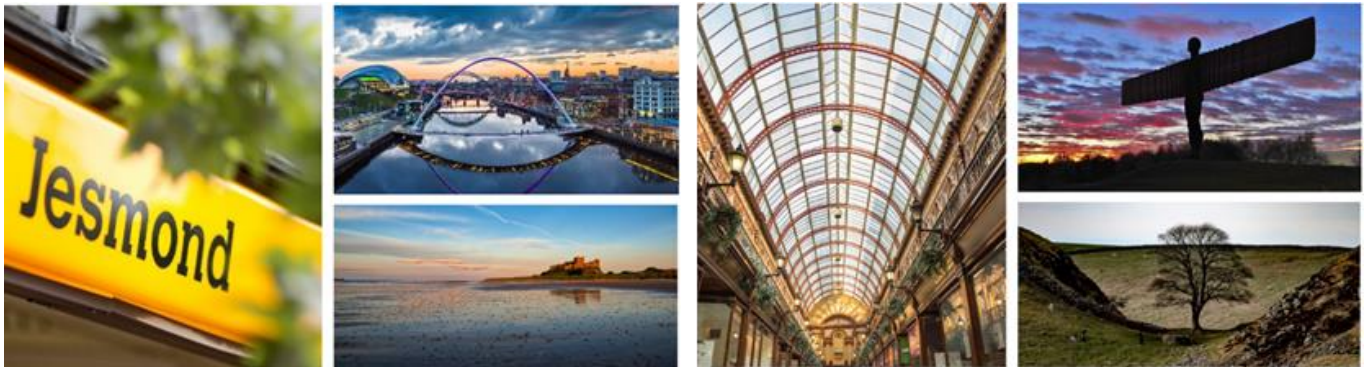
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





## MAIN TERMS AND CONDITIONS

- This is a permanent, part time, term-time only position with the school.
- 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.
- The employee will also be required to work 4 additional staff training days outside of term time which are spread throughout the academic year. The employee will also attend work on the annual safeguarding training day at the start of each academic year (date varies each year). Payment for these days is included in the salary for this post.
- 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.
- The post will report to the Head of Learning Support (SENDSCO) who in turn reports to the Deputy Head Academic. This role will support and work with colleagues in the Learning Support Department and across the school.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- The employee will be entitled to normal school holidays and payment for holidays and will be factored into the salary offered.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data Protection, Staff Code, use of ICT facilities, Child Protection and Health and Safety, a copy of which will be made available.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.

## WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out five times annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.



- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



## HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be made in the first instance to Lorraine Cattle (Head of Learning Support) [l.cattle@rgs.newcastle.sch.uk](mailto:l.cattle@rgs.newcastle.sch.uk) or by telephone on 0191 281 5711.

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

The closing date for this role is 9.00am Friday 29<sup>th</sup> November 2024

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis [S.Ellis@rgs.newcastle.sch.uk](mailto:S.Ellis@rgs.newcastle.sch.uk) in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

### Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants [here](#), and '[Keeping Children Safe in Education](#)' (September 2024)

### Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body.

We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are 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.



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We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian, and ethnic minority heritage as well as White heritage.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

## CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: Lorraine Cattle (Head of Learning Support/SENDCo) [l.cattle@rgs.newcastle.sch.uk](mailto:l.cattle@rgs.newcastle.sch.uk)  
or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)  
[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)



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