ACCESS ARRANGEMENTS COORDINATOR

JOB INFORMATION

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ACCESS ARRANGEMENTS COORDINATOR

Required as soon as possible.
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 Monday 2nd November 2026
Contact: jobs@rgs.newcastle.sch.uk

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THE SCHOOL

In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health, and happiness.

RGS is based in the heart of Newcastle, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a modern Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.

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Academic Success

RGS is a special place, known and respected throughout the whole country as well as the North East. It is 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.

In 2023, RGS was named the overall national 'Independent School of the Year' by The Telegraph Group's Independent School Parent Awards. The school was again named North East Independent Secondary School of the Year for Academic Excellence 2025 by The Sunday Times' Parent Power Schools Guide. Most recently, the school was named Independent Senior School of the Year at the TES Awards.

Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7, and a handful at Y9, plus Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academics, in Junior School (Y3-6), entry is assessed through activity days, whilst at Y7, students are assessed through online tests and an interaction day. Sixth Form entry is through interview only.

Students sit baseline tests in Y7, Y10, and Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.

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Co-curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programs are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.

Pastoral Care

We understand that all our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.

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THE LEARNING SUPPORT DEPARTMENT

The department is a team of seven 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.

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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 with the smooth running of internal and external exams for candidates with access arrangements, ensuring records are accurate and reflecting 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.

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Key duties and responsibilities continued...

- Participate fully and work collaboratively within the Learning Support Department and contribute to the effective running of the department.
- Promote contemporary approaches and best practices to support teachers in classrooms and 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.

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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 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 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.

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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 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 your 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 are 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 is 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.

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MAIN TERMS AND CONDITIONS

- This is a permanent, part-time, term-time only position with the school.
- Start date: As soon as possible pending completion of pre-employment checks.
- 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 half a 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 in the region of 38.9k gross per annum (Full Time Equivalent). As this role is part-time (i.e., 34.5 hours per week/ 0.73) and term-time only, the salary will be pro-rata'd to in the region of 28.5k 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 (SENDCO) 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 1st August each year.
- The employee will be entitled to normal school holidays (pro rata).
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.
- The employee will be required to comply with a range of RGS policies, particularly those regarding Data Protection, Staff Code, use of ICT facilities, Child Protection and Health and Safety, a copy of which will be made available.

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WHAT WE OFFER

Working Environment

- A warm, ambitious and supportive staff community, unified by shared values and a passion for helping young people thrive.
- Opportunities to engage in rich co-curricular life of the school including 170 clubs, societies and creative opportunities.

Food & Facilities

- Outstanding facilities across 30 acres, including state-of-the-art art studios, a modern Sixth Form Centre, Performing Arts Centre and extensive sports facilities including a 25m pool.
- Free use of the gym, fitness suite and swimming pool at permitted times.
- Complimentary lunch during term time
- Access to our modern school library and extensive reading materials.

Health & Wellbeing

- Optional healthcare plan, including optical, dental, physio cover and telephone GP access.
- Access to a 24/7 confidential telephone counselling service.
- Access to the school medical team, including triage advice and free flu vaccinations.

Pension & Financial Benefits

- Support staff pension scheme (APTIS):
  - Minimum 3% employee contribution with a 7% employer contribution.
  - Salary Exchange available (optional).

Additional Benefits

- Life assurance scheme (Aviva): 5× annual salary.
- Eligibility for the RGS Support Staff Sick Pay Scheme (after a qualifying period).
- Interest-free loan for corporate Metro travel pass (T&Cs apply).
- Bike to Work scheme (T&Cs apply).
- Enhanced maternity pay.
- Generous staff fee discount (conditions apply)

Professional Development

- Opportunity for middle leaders and aspiring middle leaders to participate in a focussed training programme.
- Access to 100+ free online training courses
- Regular safeguarding training
- Ongoing training and development opportunities, including internal/external training
- Free entry to school productions in the Miller Theatre (Performing Arts Centre)
- Easy city-centre access, directly opposite Jesmond Metro station—ideal for commuting.

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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 jobs@rgs.newcastle.sch.uk

Please visit www.rgs.newcastle.sch.uk/join-us/work-with-us to access our application form and further information for applicants.

To apply for this post please submit the following to jobs@rgs.newcastle.sch.uk by the closing date.

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

Note: You must complete the application form, even if you want to also attach a CV.

The closing date for this role is 9.00am Monday 2nd November 2026

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.

Safeguarding and Safer Recruitment

RGS Newcastle 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 2026)

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.

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: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk