



St Augustine's Catholic College

Together we're stronger

Candidate Information Pack Exams Access Arrangement Assessor

Closing date - 22nd July 2024
Interviews Wednesday 24th July





Welcome from the Head Teacher

Thank you for your interest in the exciting opportunity at St Augustine's Catholic College. As a Catholic Lasallian College, we are part of an international network of educational institutions inspired by St John Baptist De La Salle, the patron saint of Teachers. His mission focused on providing high-quality education to the poor and disadvantaged, emphasizing the dignity of each child as a 'son or daughter of a great King'. We strive to embody this message daily, ensuring our students feel included and valued.

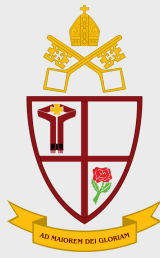
We are seeking an Exam Access Arrangement Assessor for our College who will ensure that our students can access the support to which they are entitled for their examinations. Our recent OFSTED inspection highlighted our commitment. "The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does". For us this is about fostering well-rounded young people ready to take their place in society. Beyond academic excellence, we aim to nurture caring, compassionate human beings eager to make a difference.

We look forward to welcoming you to our College and appreciate your interest.

Aidan Dowle
Headteacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact our Business Manager, Mrs Rachael Byrne, on 01225 350001 or by email at hr@st-augustines.wilts.sch.uk.





Our Values and Purpose

Our Values

Taught by Jesus Christ, faith, hope and love inspire everything we do. We aim for the highest standards of learning, and look for the development of wisdom. In this way, the gifts possessed by every individual can be valued.

Our Purpose

St Augustine's exists to provide a Catholic education in order to develop independent citizens of the future.

"Develop" because those who come to St Augustine's are individuals, each with their own quirks and characteristics. We do not aim to produce clones.

"...Independent ..." because self-respect, self motivation and courage are required if one is truly to live one's life according to the teachings of Jesus Christ.

"...Catholic..." because we believe that the Catholic faith provides the best guidance for living a fulfilled adult life, for members of the Catholic church as well as for non-members.

"...Citizens ..." because education is a gift whose fruit is to be re-invested in society: we are called to serve others in whatever way we can. Liberty and Equity cannot be absolute values, but Fraternity can.

"...of the future..." because, if we get it right, our leavers will be applying the lessons learned at St Augustine's for decades to come; in that time they will use the skills they have acquired to learn, unlearn and relearn the things they will need to know to face the challenges that the future brings.



Safeguarding Statement

We recognise that the welfare of the child is paramount and take seriously our responsibility to safeguard and promote the welfare of the students in our care. The college believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors and staff in this college understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

Purpose

The purposes of the policies which are linked to this statement are to:

- afford protection for the pupils at St Augustine's
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

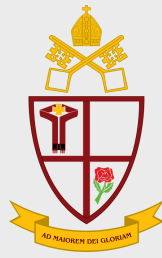
Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of St Augustine's

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance

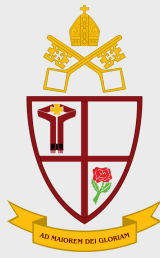




About the role

As an Exam Access Arrangement Assessor at St. Augustine's you will be responsible for assessing individual requirements and recommending appropriate adjustments. As part of this role you will advise students and their teachers on how they should be supported in their normal way of working to help them access their learning on a day to day basis. This will then transfer into the formal application for Exam Access Arrangements. As part of the Learning Support Department, you will work with the wider team to ensure that students have the best educational experience and are supported to achieve their full potential.





Job Description

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title: Exam Access Arrangement Assessor

Reports to: SENDCo

Pay: MPS

Hours: 0.4

Job Purpose:

As an Exam Access Arrangement Assessor at St. Augustine's you will be responsible for assessing individual requirements and recommending appropriate adjustments. As part of this role you will advise students and their teachers on how they should be supported in their normal way of working to help them access their learning on a day to day basis. This will then transfer into the formal application for Exam Access Arrangements. As part of the Learning Support Department, you will work with the wider team to ensure that students have the best educational experience and are supported to achieve their full potential.

Duties and Responsibilities

1. Assessment of Student Needs:

- Collaborate with teachers, parents, and external specialists to identify students who require exam access arrangements.
- Conduct thorough assessments to understand each student's specific needs, including any disabilities, learning differences, or health conditions.

2. Recommendations for Accommodations:

- Based on assessment findings, recommend appropriate exam accommodations
- Ensure that recommendations align with official guidelines and regulations.

3. Documentation and Communication:

- Prepare clear and concise reports detailing the recommended accommodations for each student in line with JCQ regulations.
- Communicate these recommendations to relevant parties, including teachers, exam coordinators, and parents.
- Maintain accurate records of assessments and decisions.

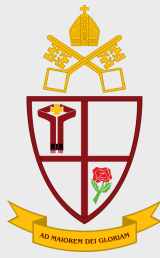
4. Collaboration with School Staff:

- Work closely with the Special Educational Needs Coordinator (SENCO) and other relevant staff.
- Provide guidance on implementing approved accommodations during mock exams and official assessments.
- Address any concerns or queries related to access arrangements.
- Proactive communication and collaborative working with colleagues across the school

5. Training and Awareness:

- Educate teachers and invigilators about the specific needs of students with access arrangements.
- Conduct training sessions on best practices for supporting these students during exams.
- Promote a positive and inclusive exam environment.

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6. Quality Assurance

- o Regularly review and update your knowledge of access arrangement guidelines and policies.
- o Participate in standardization exercises to ensure consistency in assessment practices.
- o Seek feedback from students and staff to continuously improve the process.

7. Confidentiality and Sensitivity

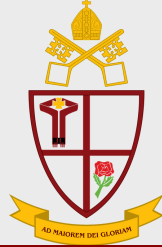
- o Handle student information with utmost confidentiality.
- o Approach assessments with empathy and sensitivity, recognizing the unique challenges faced by each student.

8. Wider Professional Responsibilities

- o A commitment to the values and ethos of our Catholic school.
- o Excellent communication and interpersonal skills
- o Commitment to safeguarding
- o Strong organizational abilities.
- o Empathy, patience, and a genuine desire to support student development.
- o Adhere to the Staff Code of Conduct
- o To meet regularly with the line manager
- o To engage in a regular process of appraisal
- o Attend, where, possible staff meetings and any other meetings as appropriate
- o To engage with Continual Professional Development (CPD) relevant to the role.
- o Be someone of integrity who can be trusted.

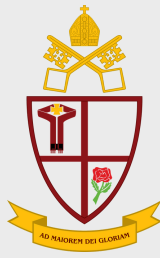
General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



Person Specification

	Essential Requirements	Desirable Requirements	How identified
Qualifications /Training	<ul style="list-style-type: none"> • ·GCSE A*-C (or equivalent) including English Language and Maths. • ·Qualified Teacher Status • ·Level 6 qualification • ·Relevant Level 7 qualification that qualifies access arrangement assessment 	Relevant Professional and/or management qualification.	Application form
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Sound understanding of JCQ regulations, the access arrangement application process and documentation. • Sound understanding of data protection and confidentiality • Experience of working with young children, including children with SEMH needs • Experience of leading on the planning and delivery of behaviour interventions • Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement • Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour • Experience of tracking, monitoring and evaluating the impact of interventions 		Application form/ interview/ task
Personal and Professional Qualities and Attributes	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of students. • Good oral and written communication • Ability to inspire and motivate pupils • Excellent interpersonal skills • Ability to develop teamwork • Ability to deal sensitively with pupils and their families • Ability to deal with regular interruptions • An ability to work under pressure whilst helping others to remain calm • Confident and able to use own initiative • Ability to plan effective interventions around mental health, wellbeing and developing a positive mindset • Ability to develop positive relationships with students, parents and colleagues. • Enthusiastic and motivated • Approachable and empathetic • Organised and resourceful • Flexible • Resilience and positivity • Commitment to the pastoral care of all students. 	Practicing Catholic	Application form/ interview/ task



A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

Professional Development

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practise.

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Staff Wellbeing

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

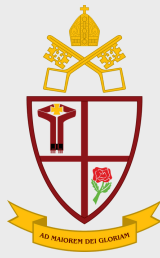
We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.

Pension Scheme Contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away



Pension Scheme Contributions (cont'd)

The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 28.68%) to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

Support

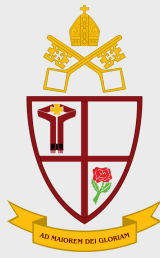
The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

Community Focused

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be.

Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced.

We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



How to apply

If you feel that you would like to join this thriving department, and that you can offer what we seek, please complete the application form via MyNewTerm. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to HR@st-augustines.wilts.sch.uk before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email HR@st-augustines.wilts.sch.uk.

Please visit our website at www.st-augustines.wilts.sch.uk for more information about our College.



St Augustine's Catholic College

Together we're stronger



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