

April 2025

Dear Applicant,

Thank you for your interest in the post of **Access Arrangements Co-ordinator.**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Support Staff pay scale
- Term dates

The application pack is available to download from the vacancies section of the College website [https://www.godalming.ac.uk/Working\\_For\\_Us.html](https://www.godalming.ac.uk/Working_For_Us.html) and as a hard copy from the HR Department – [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

**Completing and returning your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk) The final closing date for receipt of applications is **Friday 25<sup>th</sup> April 2025 at 9am. Please note the HR Office will be closed over the Easter Holidays (Mon 7<sup>th</sup> April – Tuesday 22<sup>nd</sup> April). We will be unable to respond to applications or queries received during this time.**

**Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **Tuesday 29<sup>th</sup> April 2025**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews on Thursday 1<sup>st</sup> May 2025 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

*"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".*

*"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".*

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1<sup>st</sup> September-31<sup>st</sup> August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 26<sup>th</sup> August for all staff.

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

Teaching salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

## JOB DESCRIPTION

**Job Title:** Access Arrangements Co-ordinator

**Line Manager:** Learning Support Manager (SENCO)

## Summary of Job

1. To assist and support the Learning Support Manager in the planning and co-ordinating of all examinations and assessments, ensuring they are conducted effectively, efficiently, and according to Joint Qualifications Council (JCQ) rules and regulations
2. To work closely with the Access Arrangements Assessors, Examinations Officer and teaching staff, to ensure that all appropriate exam access arrangements are in place, and that the College's record keeping and practice in relation to their award and provision is fully compliant with awarding bodies and JCQ regulations
3. To work closely with the Learning Support Manager in the administration of EHCP's through organising EHCP reviews and liaison with parent/carers

## Responsibilities

### Access Arrangements

- To manage and monitor systems for the Access Arrangement process, from initial enrolment or referral, to completed JCQ approval, along with required paperwork, student files and evidence
- Have a sound understanding of the JCQ Rules and Regulations pertaining to Access Arrangements
- Process accurate online applications for all students who are eligible for access arrangements, ensuring that JCQ deadlines are met in a timely manner
- Work with the Assessment Team to collect and collate evidence of candidates' needs, including medical evidence
- Keep internal databases updated with changes/communication from external parties
- Assist the Assessment Team in completing relevant JCQ Forms
- Organise centre delegated access arrangements and disperse to the Exams Department during examinations series
- Plan and run interventions which support students to make the best use of their exam access arrangements
- Liaise closely with the Exams Officer and Office
- Liaise with schools, external professionals and exam boards in relation to access arrangements/collate necessary information and documents
- Develop and share resources and good practice with the rest of the department, contributing to departmental meetings and the development of in-house processes
- Collate exam entrance lists and share as required with the Assessment Team, ensuring that all JCQ deadlines for access arrangements can be met
- Assist the Assessment Team in providing advice and guidance to teaching staff
- Determine the need for specialist equipment and resources for exam access arrangements and ensure that psychometric tests are current and up to date
- Respond to JCQ changes and update practice accordingly

### EHCP administration

- To manage and maintain provision maps/student summaries for students with EHCPs
- To coordinate Annual Review meetings for students with EHCPs liaising with all stakeholders
- Maintain accurate and up-to-date records of all EHCPs, including documentation of meetings, assessments, and reviews.
- To act as the main point of contact for parents, carers, and external agencies regarding EHCPs, providing clear and timely communication to all stakeholders.

- Assist the SENCO and other staff in preparing for EHCP meetings, including gathering necessary documentation and reports, that may include student reviews from teachers or medical documents.

#### **General**

- To work as a member of the Learning Support Team, adopting a flexible and adaptable approach, assisting the team if needed and as directed by the Learning Support Manager
- To attend regular meetings as part of the Learning Support Team
- To take minutes of department meetings
- To attend meetings with the Examinations Officer and Learning Support Manager as required
- To be willing to undertake regular training and development relating to the role
- To participate in college line management and appraisal systems
- To demonstrate an awareness and commitment to equality, diversity and inclusion, health and safety and safeguarding
- To carry out other tasks as may be reasonably required by the Learning Support Manager
- To carry out other reasonable requests as may be required from time to time by the Principal

Last review date: March 2025

Review carried out by: Assistant Principal – Safeguarding and Support

### **Person Specification for Access Arrangements Co-ordinator**

The successful candidate will have the following essential qualifications, experiences, skills and values:

#### **Qualifications**

- General standard of education to A-Level or degree standard, including minimum of English and Maths at grade C/4 at GCSE/O Level

#### **Essential Experience and Skills**

- Excellent interpersonal and communication skills to be able to communicate effectively with all members of staff and students
- Good written communication skills to assist students who need a scribe for examinations
- The ability to work on your own initiative
- Good organisational skills and ability to identify and agree priorities and meet deadlines set
- An appreciation of safeguarding confidential information and personal data
- An affinity with 16-19-year olds

#### **Essential Personal Qualities**

- Empathy and willingness to help solve problems
- Able to work in a team
- Be proactive and self-starting and able to manage their own time efficiently
- Flexible and adaptable to change
- Well organised and self-motivated
- Initiative and continuous desire to improve

#### **Desirable**

- Experience of working in an educational setting
- Experience in a Learning Support role
- Understanding of the Post 16 Curriculum

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

\* [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) & [www.lgpsmember.org](http://www.lgpsmember.org)

## Godalming College Support Staff Payscale September 2024

*Additional Surrey Allowance on all points of £1289 per year*

Scale 1	18	23181
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Scale 2	19	23340
	20	23807

Scale 3	21	24190
	22	24589
	23	25011
	24	25810
	25	26690

Scale 4	25	26690
	26	27560
	27	28432
	28	29302

Scale 5	29	30146
	30	30990
	31	31984
	32	32970

Scale 6	33	34067
	34	35192
	35	36317
	36	37438

Senior Officer	37	38459
	38	39480
	39	40503
	40	41523
	41	42546

Management 1	42	43569
	43	44590
	44	45715
	45	46840
	46	47960

Management 2	47	49084
	48	50314
	49	51437
	50	52658
	51	53886

Management 3	52	55111
	53	56338
	54	57569

Management 4	55	58824
	56	60107
	57	61422
	58	62766
	59	64137
	60	65540

Management 5	61	66972
	62	68436
	63	69932
	64	71460
	65	73024

### Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

### To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £23,807 + £1,289 = £25,096

36.42 hours per week x 39 weeks per year = 1420

1420 x £25,096 divided by 1659 = £21,480.60 pa = £1,790.05 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42



# Term Dates 2025-26

Autumn Term	2025	Half Term	Bank/Public Holidays
<b>Start Date</b>	Tuesday 26 <sup>th</sup> August	Wednesday 22 <sup>nd</sup> October to Friday 31 <sup>st</sup> October	Monday 25 <sup>th</sup> August
<b>End Date</b>	Friday 19 <sup>th</sup> December		Thursday 25 <sup>th</sup> December Friday 26 <sup>th</sup> December

Spring Term	2026	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 5 <sup>th</sup> January	Monday 16 <sup>th</sup> to Friday 20 <sup>th</sup> February	Thursday 1 <sup>st</sup> January Friday 3 <sup>rd</sup> April Monday 6 <sup>th</sup> April
<b>End Date</b>	Friday 27 <sup>th</sup> March		

Summer Term	2026	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 13 <sup>th</sup> April	Monday 25 <sup>th</sup> May to Friday 29 <sup>th</sup> May	Monday 4 <sup>th</sup> May Monday 25 <sup>th</sup> May
<b>End Date</b>	Friday 10 <sup>th</sup> July		

## 2025/26 - Godalming College

<b>Autumn Term</b>	Tuesday 26 <sup>th</sup> August	-	Friday 19 <sup>th</sup> December	76 days
<b>Spring Term</b>	Monday 5 <sup>th</sup> January	-	Friday 27 <sup>th</sup> March	55 days
<b>Summer Term</b>	Monday 13 <sup>th</sup> April	-	Friday 10 <sup>th</sup> July	59 days
				<b>190 days</b>

## 2025/26 - Surrey Schools for comparator

<b>Autumn Term</b>	Wednesday 3 <sup>rd</sup> September	-	Friday 19 <sup>th</sup> December	73 days
<b>Spring Term</b>	Monday 5 <sup>th</sup> January	-	Friday 27 <sup>th</sup> March	55 days
<b>Summer Term</b>	Monday 13 <sup>th</sup> April	-	Wednesday 22 <sup>nd</sup> July	67 days
				<b>195 days</b>