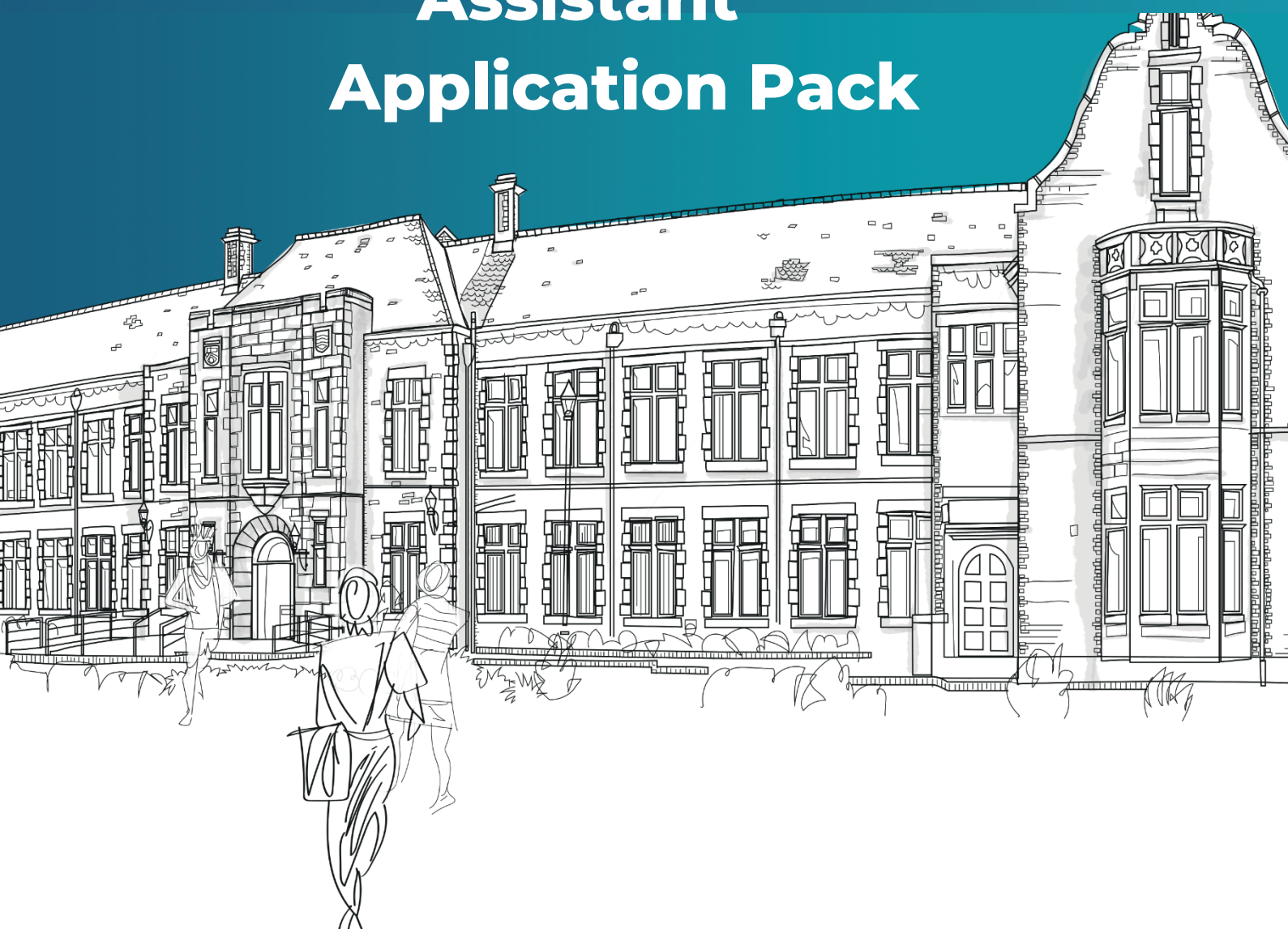


# MONOUX SIXTH FORM COLLEGE

## Exams Access Arrangement Assistant Application Pack





# WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse  
Principal

# ABOUT THE ROLE

Are you highly organised, detail-focused, and passionate about ensuring every student has the opportunity to succeed? SGMC is seeking an Exams Access Arrangements Facilitator & Exams Officer to play a vital role in helping students access the support they need to thrive in exams and have their best college experience.

In this varied role, you'll lead the process for Exam Access Arrangements (EAAs) – identifying, applying for, and implementing the right provisions in line with JCQ regulations – and support the smooth running of all internal and external examinations. You'll work closely with our SEND and Exams teams, liaising with staff, students, parents, and external bodies to make sure everything runs seamlessly from preparation to results day.

You'll bring:

Strong administrative and organisational skills, a keen eye for detail and accuracy, confidence in managing deadlines and multiple priorities, excellent communication skills and a commitment to supporting inclusion and equal opportunities.

If you're looking for a role where your organisational expertise and dedication will directly impact student success, we'd love to hear from you. Apply today and help us ensure every student has the chance to flourish and can realise their full potential.

# HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: [recruitment@sgmc.ac.uk](mailto:recruitment@sgmc.ac.uk)

**Closing date for applications:** Monday, 13<sup>th</sup> October 2025 – 10am

**Interview Date:** W/C 20<sup>th</sup> October 2025

**Start Date:** ASAP

# IMPORTANT INFORMATION

*We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.*

*Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).*

*The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*

*We do not accept CVs only for job applications.*

*We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.*

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

# JOB DESCRIPTION

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|                      |  |
|----------------------|--|
| <b>JOB TITLE:</b>    | Exams Access Arrangement Assistant   |
| <b>REPORTING TO:</b> | SENDCo Manager   |
| <b>SALARY:</b>       | Scale 5, £30,784 - £33,371 pro rata (inclusive of London Weighting)<br>Actual salary (£26,567 - £28,799) |
| <b>HOURS:</b>        | Full time, Term time only  |

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## Purpose of the Role

To lead on the identification, application, and implementation of Exam Access Arrangements (EAA) in compliance with JCQ regulations, ensuring eligible students receive timely and appropriate support. Working across 2 teams, this post holder will also support the broader exams administration process, contributing to the successful delivery of all internal and external examinations.

## Key Responsibilities

### 1. Exam Access Arrangements (EAA) – Approx. 75%

- Work closely with the SENDCo and EAA assessor to identify students who may qualify for EAA, ensuring early and accurate identification.
- Coordinate and schedule assessments with the qualified assessor in line with JCQ regulations.
- Gather and maintain required evidence for EAA applications, including teacher feedback and specialist reports.
- Submit and manage online applications to JCQ via Access Arrangements Online (AAO).
- Maintain accurate, secure, and confidential records of all EAAs applications and outcomes.
- To liaise with the Exams Team to prioritise approval of EAAs for upcoming exams.
- To work closely with exam invigilators, exam officers, exam assistants and other relevant staff to ensure that EAAs are effectively implemented during exam periods.
- To ensure that any specific equipment or materials required for access arrangements (e.g., laptops, reading pens, special furniture) are available and in working order on exam days.
- To gather data regarding EAAs that are not utilised by students and report to the Learning Support EAA Coordinator to support a review of arrangements for those students.
- To respond to all queries regarding Exam Access Arrangements.

- Liaise with teaching staff to ensure understanding and implementation of EAA in the classroom as part of the student's normal way of working.
- Communicate clearly with students and parents about approved arrangements.
- Ensure all arrangements are in place for each examination series (e.g. readers, scribes, extra time, separate rooms).
- Monitor the effectiveness of EAA provision and respond to queries or issues.
- Stay up to date with JCQ regulations and guidance, attending relevant training or briefings.

## **2. Examinations Support – Approx. 25%**

- Support the Exams Manager in all aspects of exam administration across internal and external cycles.
- Assist in the preparation and setup of examination venues, including seating plans and secure storage of papers.
- Schedule and coordinate the deployment of access arrangement support (e.g. invigilators, readers, scribes) during exam periods.
- Participate in invigilation and exam day duties as required.
- Ensure all exam processes adhere to JCQ and awarding body regulations.
- Assist with post-exam activities including the management of scripts, results distribution, and post-results services.
- Please note the role will require you to work some evening to facilitate interviews or event, and occasionally weekends with advance notice.



# PERSON SPECIFICATION

|   | Essential/<br>Desirable |
|---|-------------------------|
| <b>Qualifications</b>   |                         |
| A to C GCSE in Maths and English Language   | E                       |
| <b>Experience</b>   |                         |
| Experience of providing support in an exams or EAA setting  | D                       |
| Experience of working with systems and large amounts of data  | D                       |
| Experience of producing reports for use by others   | D                       |
| Experience of using assessment tools for EAA support  | D                       |
| <b>Skills &amp; Abilities</b>   |                         |
| Good communication skills   | E                       |
| Excellent organisational skills and the ability to prioritise effectively   | E                       |
| The ability to work both independently and within a team  | E                       |
| Ability to work accurately under pressure and prioritise workload and meet tight deadlines                            | E                       |
| Good attention to detail  | E                       |
| Strong analytical skills and ability to understand information and data to generate insights and actionable outcomes. | E                       |
| <b>Knowledge and Understanding</b>  |                         |
| Knowledge of SEND and support needs of SEND students  | D                       |
| Knowledge of JCQ regulations  | D                       |
| <b>Other requirements</b>   |                         |
| A commitment to ensuring the safety of young people   | E                       |
| A commitment to supporting equal opportunity and the management of diversity  | E                       |

# STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.



## STAFF BENEFITS

- Competitive base salary
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity / Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme
- available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit





# CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

## EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

## GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.