

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1481P: Specialist Exams Support Coordinator

SALARY

£25,995 pro rata per annum

GRADE

CSS Scale 4

HOURS

30 HPW, 38 WPY
(Term-Time Only)

REPORTING TO

Assessment & Support Coordinator

DEPARTMENT

Student Services

LOCATION

Lincoln

BE READY...

Job Purpose:

To provide an assessment service to all students, ensuring they are provided with support and reasonable adjustments in line with the requirements of the Equality Act.

To co-ordinate exam concessions for all learners within the College to ensure that appropriate reasonable adjustments are made for access arrangements in line with the Equality Act and JCQ regulations, working closely with college SENCo.

To liaise with internal and external professionals in order to obtain supporting information to effectively support the needs of learners.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To lead on and collate evidence to ensure that appropriate access arrangements are made for student assessments and examinations in line with JCQ requirements, working in conjunction with the College Examinations Team.
2. To liaise with external agencies, schools and support providers to obtain information about the students support needs in previous settings, including copies of Form 8's.
3. To obtain medical evidence or Education Health and Care Plan (EHCP) to support the assessment process.
4. To advocate on behalf of students, advising staff on support services available and, where necessary, reasonable adjustments which need to be made. To ensure that information written is concise and written in a format that is easily accessible for the end user.
5. To ensure that normal way of working has been evidenced for all learners requiring specialist exam arrangements.
6. To disseminate information about specialist exam arrangements to relevant staff in a timely, and responsive manner.
7. To develop and maintain a thorough working knowledge of the following in order to comply with legislation and to provide advice and guidance to College staff:
 - Disabled Students Allowance, ESFA funding guidance
 - Equality Act
 - Safeguarding legislation
 - GDPR and the Data protection Act
 - SEND Reforms
 - Joint Council for Qualifications guidance
8. To ensure compliance with all relevant audit requirements and to support the collection of data to enable claims for additional funding units.
9. To work flexibly and efficiently including evenings and occasional weekends as/when required, and across all College sites and apprentices' places of employment to maintain the highest professional standards.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
12. To maintain quality standards, appropriate to the post.
13. To conform with the Health and Safety requirements relevant to the post.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Joint Council for Qualifications Access Arrangements and Reasonable Adjustments criteria.	A/I
2	GCSE Maths and English Grade 9 – 4 (A*– C) (or equivalent).	A
3	Level 2 IT Qualifications or equivalent skills.	A/I
4	Level 1 Safeguarding certificate and experience of Safeguarding students and vulnerable adults.	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to work in a non-discriminatory manner.	A/I
6	An exceptional and effective communicator, able to engage clearly and professionally, both verbally and in writing, with a wide range of students, staff, and external agencies.	A
7	The ability to advise staff on the Equality Act and how to make reasonable adjustments to support learners with SEND.	A/I
8	To demonstrate empathy, exceptional listening and negotiation skills.	A/I
9	The ability to work within a large team.	A/I

	Experience	PSM
10	Recent relevant experience of working with and meeting the needs of people aged 16+ with SEND.	A/I
11	An understanding of the range of resources, adaptations and adaptive technology available to support people with SEND.	A/I
12	Recent experience of co-ordinating or applying for access arrangements, and exam concessions.	A/I

	Work Related Circumstances	PSM
13	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
14	Ability and willingness to work flexibly.	A/I

	Skills/Abilities - Other	PSM
15	An understanding of the needs of people with SEND.	A/I
16	An understanding of the funding methodology and audit requirements for additional learning support.	A/I
17	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
18	Ability to actively promote equality, diversity and inclusion across all aspects of **.	A/I

Prepared By:	Samantha Rees – Head of Student Services
Date:	July 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

REALISE **ASPIRATIONS;**
SHAPE **FUTURES;**
SERVE OUR **COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter.**

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

