



Assistant Access Arrangements Coordinator/Learning Mentor

Sabbatical Cover 2 Terms (Part Time, 4 Days, Term Time)

From September 2026



Information about the post for candidates

Our vision:

Girls Enjoying Success

Our mission:

We foster fearless learners through inspiring education, exceptional co-curricular opportunities and meaningful partnerships, creating bespoke outcomes for every child: “Each of us is intended to have a character all our own, to be what no other can exactly be and do what no other can exactly do.” (William Ellery Channing)



Our Unitarian ethos encourages our pupils to be intellectually curious, open-minded and respectful. We build on the power of an all-girls education to develop kind, confident, articulate young women who are ready for life's challenges.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

This emphasis on bespoke outcomes is at the heart of our five new strategic objectives, which you can find here: [Channing 2035](#).

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe and the Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, is well known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community. Our success was endorsed by [our latest ISI inspection in November 2025](#).

Academic achievement

Academic results are excellent. Virtually all our sixth formers go on to University or other higher education institutions, some after a gap year. However, we believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond that which they might have thought possible.

Community spirit

The Headmistress and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and



redesigned them to provide bright and spacious teaching rooms. An ambitious building programme, completed in 2017, provided us with excellent dining facilities, a Music Department, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre. We are currently developing a STEM building complete with DT facilities which is due for completion in Summer 2026.

Job Purpose

To support students with special educational needs, disabilities, or temporary conditions by undertaking administrative preparations for the assessment of access arrangements for exams. To provide tailored academic and pastoral support to students as requested by the Head of SEND.

Support the access arrangements coordinator' in complying with JCQ (Joint Council for Qualifications) regulations while also working closely with students, teachers, and the SEND team to foster confidence, resilience, and engagement in learning.

Reports to: Assistant SENCO/Head of SEND (for Access arrangements related matters)

Key Responsibilities

Assessment and Evidence Gathering

- To support the Head of SEND in identifying, implementing, and reviewing exam access arrangements in line with JCQ regulations.
- Gather and organise evidence, including teacher observations and student work samples, to support applications.
- Prepare and process required documentation (e.g., Form 8) and ensure deadlines are met.
- Maintain accurate and confidential records of assessment findings and access arrangements
- Liaise with teachers and support staff to confirm students' normal ways of working and ensure appropriate accommodations are in place.
- Assist in preparing for JCQ inspections by maintaining up-to-date records and compliance documentation.

Student Support & Mentoring

- Provide one-on-one support for students facing social, emotional, or behavioral challenges.
- Help students develop study skills, time management, and organisational strategies to enhance their learning experience.
- Provide guidance related to access arrangements to students on use protocol of extra time, supervised rest breaks or other approved arrangements
- Act as a mentor, building students' confidence, resilience, and motivation.
- Assist students in setting and achieving personal and academic goals, promoting independence and self-advocacy.
- Contribute to tracking student progress, providing feedback to teachers and the Head of SEND.

Pastoral & Emotional Well-being Support

- Help students manage stress, exam pressure, and social interactions.
- Promote good attendance and punctuality by supporting students at risk of disengagement.
- Work collaboratively with pastoral teams to ensure holistic support for students.

Collaboration & Communication

- Act as a key point of contact between students, teachers, parents, and external professionals regarding support plans.
- Assist in developing and maintaining Personal Learning Plans (PLPs), ensuring they are updated on Schoolbase and shared with staff.
- Contribute to keeping the SEN register up to date.

- Support teachers in implementing inclusive strategies and adapting lessons to meet students' needs.

Training & Professional Development

- Stay informed about best practices in SEND, access arrangements, and student support.
- Stay informed about JCQ regulations and assist in ensuring the school's compliance
- Assist in preparing for JCQ inspections by maintaining organised and up-to-date records
- Attend relevant training and CPD (Continuing Professional Development) sessions
- Contribute to staff training and development on SEND-related topics.

Knowledge and Experience

Previous experience of working in a school	Essential
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential
Understanding of JCQ regulations and best practices in SEND support.	Essential
Experience of working in a busy and sometimes pressured administrative environment	Essential
Proven ability to work to strict deadlines. Experience of working in a busy and sometimes pressured administrative environment.	Essential
Competent user of office software (the school uses Google Suite for Education)	Essential

Qualifications

Educated to A-Level or equivalent	Essential
HLTA/QTS qualified	Essential

Skills

Excellent organisational and administrative skills, particularly in maintaining records and meeting deadlines	Essential
Ability to communicate effectively with parents, students, colleagues and external personnel both verbally and in writing	Essential
Ability to build positive relationships with students, fostering trust and motivation	Essential
The confidence and ability to work independently	Essential

Attributes and approach

Compassionate, patient, and adaptable approach to working with diverse student needs	Essential
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Positive, enthusiastic, energetic, flexible with a proactive 'can-do' attitude.	Essential
Self-motivated with the ability to take the initiative	Essential

Salary & Benefits

- Competitive salary £30,640 FTE (which will be pro-rata), dependent on qualifications and experience
- The School will enrol you from the first day of your employment in a non-contributory pension scheme with the School contributing the equivalent of 10% of your salary on a monthly basis
- A free lunch is provided every day in the Staff Coffee Room
- Use of School sports facilities when available
- Annual Flu Vaccination
- Employee Assistance Programme provided by Education Support
- Training and development opportunities available

Applications

Applications are to be made via **TES.com in the first instance**. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you are unable to submit your application via TES please contact the HR department at recruitment@channing.co.uk.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

Deadline for applications: 9am, 23 June 2026

Interviews: week commencing 29 June 2026

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

In line with our Safer Recruitment Policy, all shortlisted candidates will be subject to online searches including social media and third party Safehire.

Registered Charity No: 312766