



SEND & ACCESS ARRANGEMENTS ASSISTANT

Sir John Deane's Sixth Form College (Northwich)

Band 2

SCP 6 – SCP 7

Job Description & Person Specification

Job Description

Reporting to

SENCo

Purpose of the role

The post holder will provide efficient and effective administrative support within the Inclusion department, specifically focusing on supporting the SEN and Access Arrangements team. They will provide administrative support to the SENCo within the Annual Review process and day-to-day SEND enquiries.

They will also provide support and assistance with the co-ordination, planning and submission process for Exam Access Arrangements for internal and external examinations in line with internal, exam board and JCQ regulations.

Main responsibilities

Exam Access Arrangements Administration

1. Assisting the co-ordination of data and tracking systems across the Exam Access Arrangements process, including the maintenance of student files and profiles on management information systems.
2. Support the co-ordination and completion of all paperwork including documentation and evidence for students who are eligible for Exam Access Arrangements – including medical-based arrangements.
3. Complete all relevant forms and records in a timely, responsive manner at the required standard.

4. Keep up to date with policies and regulations related to Access Arrangements and share this information with colleagues as appropriate.
5. To liaise with internal departments, including teaching staff, Learning Mentors and the Exams team to support the smooth running of Exam Access Arrangements.
6. To liaise with students, parents and other stakeholders to ensure any access arrangements or reasonable adjustments are in place by the relevant deadlines.
7. To be the first point of contact for queries regarding Exam Access Arrangements
8. To assist in the management and co-ordination of the internal Exam Access Arrangements referral system and ensure that appropriate procedures are followed and checked.
9. Retrieving and collating evidence from secondary schools for new cohorts at the beginning of Year 12.
10. Act an exam reader / scribe / invigilator as required within internal and external examinations.

SEND Administration

1. Support the administration of the EHCP review process, including scheduling of annual reviews and arranging interim and emergency annual reviews as required.
2. To become familiar with the requirements of difference local authorities' expectations and paperwork.
3. Supporting in the maintenance of accurate, up-to-date SEN Registers and student profiles on management information systems.
4. Support the communication of the College's graduated approach and SEND review cycle with teachers and key stakeholders.
5. Support in the organisation of the College's enhanced transition programme for prospective students with an EHCP and / or SEND.
6. Understand and contribute towards the actioning of the SEND policy.
7. Assist in initial queries, where required, from parents or students.

Other responsibilities

1. To implement appropriate personal, technical and organisational measures to ensure that data processing is performed in accordance with the GDPR, and review and update those measures where necessary.
2. Promote British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs for those without faith.
3. To carry out such other duties, as the job develops, as may be reasonably required by the principal in accordance with the College's flexible approach to the efficient delivery of a quality support service.
4. To act in accordance with and promote the Staff Code of Conduct and Safeguarding and Prevent policies.

The post-holder will be expected to undergo such training as may be reasonably required from time to time by College Management, to participate in whole-College and departmental training events and briefing sessions as appropriate, and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of his/her duties.

The post-holder will also be expected to assist in ensuring the safety and wellbeing of students.

The post-holder will be required to implement, in the execution of all tasks allocated to him/her, such health and safety procedures as are specified by college management, and to seek to achieve such service standards as may be reasonably laid down from time to time by college management.

Person Specification

	Desirable	Essential
Qualifications		
Achieved 5 A*-C / 9-4 at GCSE level		✓
Educated to A-Level standard or equivalent	✓	
Degree or equivalent qualification	✓	
Experience		
Experience of Exam Access Arrangements	✓	
Experience of working with children and young people	✓	
Experience of working with students with SEND	✓	
Experience of carrying out administrative tasks		✓
Experience of working within a role with high levels of information and complexity		✓
Skills and Knowledge		
Ability to work in an organised and methodical way to deadlines		✓
Ability to multi-task, prioritise and work to deadlines		✓
Ability to be work well under pressure and flexibly		✓
Ability to work well in a supportive yet demanding department		✓
Skilled in IT systems and communication		✓
Ability to interpret, manage and track data	✓	
Knowledge of learner needs and barriers faced by individuals with SEND and / or additional needs.	✓	
Attributes		
Approachable		✓
Flexible approach and attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Ability to show initiative		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓
Strong work ethic		✓
Able to work independently		✓
Detail orientated		✓
Resilient and dependable		✓
Organisational skills		✓