

Exams Access Coordinator PERSON SPECIFICATION



Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Level 3 qualifications • A continued commitment to own professional development. • Knowledge of current legislation and guidance on SEND entitlements and provision. • Experience of direct working with students with SEND, organising provision, including preparation of IEPs. • Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of children. • Experience of the national exams systems. 	<ul style="list-style-type: none"> • Level 4 qualification and/or further relevant professional studies. • Experience of more than one school/academy. • Experience of more than one key stage. • Qualification in SEND. • Experience of running Exams Access Assessments • Certification to administer reading, processing and memory tests 	<p>Application form</p> <p>Certificates</p> <p>References</p>