



SEND & Exam Access Arrangements Administrator

Post Title: SEND & Exam Access Arrangements Administrator

Responsible to: SENDco

Core Purpose of the Role

- To work with the SENDCo and Exams Officer to support with the oversight of the Student Support team and provision on a daily basis.
- Ensure we are legally meeting our responsibilities as an academy in regard to the Equality Act 2010 and other associated legislation.
- To ensure that effective exam access arrangements are planned and implemented and reasonable adjustments are made for those students who require such arrangements for both internal and external examinations.
- To ensure we are fully inclusive in our approach to all students and enabling access to all aspects of student life.
- To support the SENDco with administration.

Key Responsibilities for SEND students:

- Work alongside the SENDCo to co-ordinate appropriate support.
- Be responsible for a timetable of support for individual students to be provided by the Student Support team and communicate this to all staff and students involved.
- Evaluate and monitor student progress through the use of monitoring and exams data
- Evaluate and support student progress through co-ordinating student profiles and intervention support ensuring the strategies implemented raise the overall standards.
- Be responsible for maintaining the SEND Register and all other relevant paperwork in regard to students with additional needs.
- Make applications for additional support regarding any external assessments.

- Work with the SENDCo and other school leaders regarding the transition of new and current students with additional needs at KS2 to KS3, KS4 to KS5 and in-year transitions.
- To develop relationships and communicate with parents/guardians/carers and all external agencies when appropriate.
- To be responsible for the supervision of students at break and lunchtime as directed by the SENDCo.

Key Responsibilities for Exam Access Arrangements

- Collect and co-ordinate the completion of referral paperwork for all students who are eligible for access arrangements, including the SPLD assessment requirements as appropriate
- Collect evidence when students are identified during assessments/lessons as potentially requiring access arrangements in examinations
- Communicate with students, parents, previous educational establishments and colleagues in relation to existing or proposed access arrangements.
- Ensure appropriate access arrangements and reasonable adjustments for appropriate students are made, including access arrangement exam timetables.
- Support the SENDCO to implement access arrangements and reasonable adjustments as required.
- Ensure that Joint Council for Qualifications (JCQ) deadlines are met.
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Organise and manage student files ensuring required evidence is provided by teachers, and is up-to-date, in preparation for inspection.
- Identify the most appropriate technology/equipment to meet the needs of students and assist students to understand how to use the technology as required.
- Develop and improve existing processes and systems relating to access arrangements.
- Manage any unexpected issues or emergencies that arise during an examination session.
- Ensure SEND Register and other records are updated with exam access arrangements.
- Undertake relevant administrative tasks including the use of appropriate software.
- Undertake necessary training to ensure that JCQ regulations are adhered to.
- Provide practical support in exams when requested including invigilation if required.

Key Responsibilities for support of the Academy

Support and actively promote the school's vision of **"Living to Learn, Learning to Live"** in all aspects of work.

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To accompany staff and students on visits, trips and out-of-school activities by arrangement.
- To provide administration support to the Academy as directed by your Line Manager.

Person Specification

Area	Essential	Desirable
Education & Qualifications	- GCSE English and Maths at Grade C (or 4) or above. - Qualified HLTA or QTS or the commitment to study towards gaining relevant SEND and Exam Access arrangement qualifications.	- Evidence of commitment to continuing professional development. - A willingness to develop new skills - SEND qualifications such as the NPQ in SEND or Exam Access Arrangements qualifications
Experience	- Experience of managing a significant administrative role - Knowledge of, and ability to use a range of strategies to support SEND students and also understand individual needs. - Using IT and relevant applications to review and provide management information when required.	- Experience of building relationships with young people with SEND and encouraging the development of a 'can do' attitude. - Working within a secondary school or academy. - Management and co-ordination of a team. - Working within a SEND focussed role
Skills & Knowledge	- Knowledge and understanding of child protection and safeguarding. - The ability to manage positive relationships with students, their family, external agencies and other colleagues. - Strong communication skills, both verbal and written. - The ability to react in a positive manner to difficult situations which may arise with students and their parents/carers. - Ability to work unsupervised, to use own initiative and make appropriate decisions. - Ability to address sensitive matters with a caring approach and appropriate confidentiality. - Ability to prioritise, work quickly and accurately, particularly under pressure and to deadlines. - The ability to be calm and patient whilst supporting SEND students.	- Knowledge and understanding of SEND legislation and requirements in regards to education. - Knowledge and understanding of the Exam Access Arrangements process and requirements.
Personal Skills & Attributes	- A commitment to safeguarding and promoting the welfare of children and young people. - A commitment to the Academy Trust's ethos, vision, values and aims. - Ability to work constructively as part of a team and as an individual. - Ability to motivate and develop self. - Understand and respect the principles of confidentiality. - Ability to respond flexibly to changing circumstances.	- Commitment to involvement in wider school life. - Commitment to inclusive practices throughout wider school life.