

## Exams Access Coordinator & Specialist Assessor PERSON SPECIFICATION



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