

Stewards Academy



Job Description

Position: SEND Lead Support Worker (Exams)

Line Manager: Head of SEND and Inclusion

Performance Management Reviewer: Head of SEND and Inclusion

Core responsibilities of the role of SEND Lead

- Managing SEN Support students (Years 7 to 11). This is dependent on numbers each year, may go up or down slightly year to year, but not significantly. This will include One Planning. You will oversee their provision as lead for that child. This will include liaison with their class co-educator, parents and outside agencies.
- Support class co-educator (Yrs. 7 to 11) to trouble shoot difficulties with their SEN support
- Cascade any issues or difficulties to the Head of SEND
- Hold and run One planning meetings 3 times a year for each student on your caseload.
- Implement SENCo advice as appropriate including strategy, systems and individual programmes.
- Work in partnership with the Assistant Headteacher SEND & Inclusion to ensure that a model of support evolves where your students are well known to you, and you develop interactive ways of building relationships.
- Responsibility for linked paperwork for your students from Years 7 to 11. This will include some in class observations of the individual students to inform meetings.
- Ensure One Plans and Access plans for your students are up to date.
- Liaise with the SENCo to ensure to ensure that your students have a current and valid risk assessment for on-site and for off-site trips.
- To ensure that access arrangements are properly in place during the GCSE exam series. To allocate laptops for high literacy demand to all students on the WP list.
- To support and work in partnership with the Head of SEND and Inclusion manager in any reasonable way as the development of the role evolves.

- To follow a timetable of in class support as directed by the SEND Lead team.

Area of additional responsibility: Exams

- Support the collection of evidence for Access Arrangements, including data required for Form 8.
- Liaise with teaching staff to gather assessment information and ensure compliance with JCQ guidance.
- To lead co-educator support in the exam hall and direct readers, scribes and prompts.
- To ensure students receive the correct additional time as per their access arrangements.
- To assist the SENCo to ensure access arrangement arrangements are in place.
- To assist the Exams officer in any necessary way to support smooth running of the SEND hall.
- Carry out progress testing and screening assessments to identify potential learning barriers linked to attendance concerns.
- Analyse assessment outcomes and provide clear, evidence-based recommendations to the SENDCo.
- Support the SENDCo in identifying pupils who may require further assessment, intervention or referral.
- Track SEND interventions and evaluate their effectiveness, reporting outcomes to the SENDCo where appropriate.
- Oversee Think Reading, ensuring accurate tracking of participation, progress and impact where appropriate.

Whole School

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Well-Being and Mental Health

As a member of staff at Stewards Academy, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.

- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but, in consultation with you, may be changed the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.

**Stephen Drew
Headteacher
March 2026**

Stewards Academy and Governing Body are committed to safeguarding and promoting the welfare of young people. All staff and volunteers are expected to share this view and follow recommended safe practices in all aspects of their work.

STEWARDS IS A NON-SMOKING SITE