

Job Description

Job Title: SEND Exams Co-ordinator

Location: Tendring Technology College

Hours of work: 37 hours per week, 39 weeks per year

Reports to: SLT

Overall Responsibilities

- To take a proactive role in the support of the educational, social and physical needs of the pupils
- To assess, co-ordinate and implement Exams Concessions and associated paperwork
- To liaise with parents/outside agencies
- Observing students and writing necessary referrals
- Overseeing and implementing the TA Timetable
- To support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

Main Duties

Administrative Support for the Senco

- All administrative and clerical duties needed to support the SENCO
- Assessing, implementing and co-ordinating the exams concessions and all associated paperwork
- Liaising with parents/outside agencies
- Dealing with situations of a sensitive nature
- Observing students and writing necessary referrals
- Supporting students within lessons where necessary
- Overseeing and implementing the TA Timetable
- Update the SEND Register, SEND calendar and other records
- Updating the Assess, Plan, Do, Review for key students
- Carry out any other duties as directed by the SENCO commensurate with the general level of responsibility of the post
- Assisting with the ordering of all books and equipment needed for the department
- Manage up to date record keeping
- To remain aware and work within all relevant school working practices, policies and procedures.
- To attend meetings as required, take minutes/notes. The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to the College's policies and procedures.

Staffing Staff Development:

- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- To take responsibility for continuing personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the College.

Quality Assurance:

- To help implement College quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the Curriculum Area/Department in line with agreed College procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time administration processes and methods of recording
- To take part as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up to-date information for SIMs, etc.

Communications:

- To communicate effectively with students, the parents of students and staff members. Where appropriate, to communicate and co-operate with persons or bodies outside the College.
- To follow agreed policies for communications in the College.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents' Information Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of ordering and allocation of equipment and materials.
- To assist the College SENDCO's to identify resource needs and to contribute to the efficient effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the College, Department and students.

General

- To provide cover for other department colleagues when required.
- To participate in meetings, training, other staff development and CPD activities and performance development as required.
- To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.
- To input and retrieve data from the Academy's management information systems as required.
- To provide assistance to other members of the Administrative team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.
- To maintain a tidy and efficient work area from which information is easily accessible.
- To undertake any other duties within the scope and functions of this grade as required.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Headteacher.
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.



6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



Person Specification

Job Title : SEND Exams Co-ordinator

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE Maths and English (grade A-C) or equivalent 	Previous examination experience within an educational setting. Good understanding of the SEND provision
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Competent with using a range of computer packages Appropriate experience in administration and working with young people Knowledge around SEND Proven track record of working with a team 	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> Invigilators 	
	Forward and strategic planning	<ul style="list-style-type: none"> Ability to prioritise tasks, manage time effectively and meet deadlines Excellent administrative and organisational skills Ability to plan and manage events 	
	Budget (size and responsibilities)		
	Abilities	<ul style="list-style-type: none"> Accurate data input skills and an ability to produce, interpret and analyse data Experience of keeping manual and computerised file maintenance 	Experience of receipt, storage and dispatch of examination papers securely in

		<ul style="list-style-type: none"> • Work effectively as part of a team • Ability to work independently • Have strong inter-personal skills • Calmness in responding to emergencies and the unexpected • Good IT skills (Microsoft office, email, internet etc.) • Efficient, organised and meticulous Discrete • Comply with GDPR / Data Protection Act • Keen to develop the role 	accordance with the regulations
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Good verbal and written communication skills. • Good organisation skills and initiative to develop opportunities. • Ability to work independently, effectively manage time and own workload to deadlines. • Commitment to personal training and development. • Have the ability to work in a team as well as independently. • Be willing to work flexibly to meet the demands of the job. • Good problem solving skills 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	



		<ul style="list-style-type: none">• Ability to travel as required	
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