

WYMONDHAM COLLEGE JOB DESCRIPTION

ACCESS ARRANGEMENTS AND SEND ASSESMENT ADMINISTRATOR From September 2024

Line Managers job title:	SENDCO
Salary:	Points 12-17 of the Support Staff Scale FTE £26,421-£28,770 per annum Pro rata £21,227 - £23,515 including holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 1
Hours per week:	37.5 hours per week

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Access Arrangements and SEND Assessment Administrator.

Wymondham College seeks to appoint a well-qualified and organised Access Arrangements and SEND Assessment Administrator to liaise with the SENDCO to assist with the assessment for and implementation of access arrangements for students with specific needs. The post holder will co-ordinate the administration of Exams Access Arrangements to compliment the College's assessment and reporting procedures and ensure smooth running of external examinations, in close co-operation with the Exams Manager. The post holder will be responsible for communicating with feeder schools to facilitate transfer and distribution of information relating to student additional needs, ensuring successful transitions. The post-holder will assist the SENDCo in administration relating to the Graduated Approach, efficient timetabling of support staff and timely responses to EHCP consultations.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of an Access Arrangements and SEND Assessment Administrator are:

- Able to work in partnership with a wide range of teaching and support staff members to deliver the service to the College and its students;
- Be able to work with minimal supervision, analyse and problem-solve;
- Have excellent organisational skills and be flexible in managing and executing workloads;
- Have excellent communication skills in person and in writing to respond to staff, parents, and students;
- Be able to maintain confidentiality and committed to providing the best possible service to the staff, governors, students and parents;
- Be able to conduct themselves in a confident, professional manner.
- Have a working knowledge of the SEND Code of Practice (2015) and adhere to its' guidance.
- The ability to communicate clearly and tactfully using appropriate methods and
- An awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of an Access Arrangements and SEND Assessment Administrator are:

- Have up-to-date knowledge of JCQ Rules and Regulations regarding examinations, access arrangements and special consideration;
- Have a sound track record of successful administrative experience, including experience of data analysis;
- Be familiar with using IT, including the Microsoft Office package and MIS;
- Proven success in an educational setting, including experience of the examinations system, would be an advantage;
- To have completed or be willing to complete the Award in Proficiency Access Arrangements Coordination (APAAC) qualification;

JOB SPECIFICATION

General Responsibilities

The Access Arrangement and SEND Assessment Administrator is responsible to the SENDCO for the efficient implementation of Exams Access Arrangements in all public examinations in accordance with the regulations of the Examination Awarding Bodies

and JCQ. They will ensure accurate Exam Access Arrangements records are held in line with JCQ policy.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Assist with processing entries for and administering all public and other examinations sat by students at the College;
- Assist with making arrangements for the sitting of examinations, liaising with the Estates Team and other staff as required;
- Liaise with the Exams Manager to ensure Exams Access Arrangements are implemented and necessary rooming and invigilators are available for this.
- Liaise with Heads of Department, teachers, students and their parents/carers regarding Access Arrangement matters;
- Co-ordinate and administer baseline tests for students at the College;
- Liaise with SENDCo and Assessor to ensure that student Access Arrangements are accurately agreed, recorded, and implemented by teaching staff;
- Assist and advise the SENDCo with the application for access arrangements and ensure these arrangements are in place during examinations;
- Ensure access arrangements information for exams are kept up to date on the MIS;
- Assist SENDCo with completion of Form 8 for the assessor and for the purposes of OAA;
- Communicate with feeder schools and parents to gather information relating to new students additional needs, in line with school admissions policy and systems.
- Assist the SENDCO in administration of EHCP reviews, in line with the SEND Code of Practice;
- Under the guidance of the SENDCO, co-ordinate the efficient timetabling of Learning Support Assistants to deliver provision outlined in Section F of student EHCPs.
- Assist the SENDCO with administration relating to the Graduated Approach, including EHC Needs Assessment; Consultation and referral to external agencies.
- Distribute information relating to students additional needs to relevant staff.
- The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development;
- The post-holder shall undertake other duties and responsibilities as the line manager may reasonably require.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and

documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 1 week (36 weeks)
Hours per week	37.5 hours per week
Normal working Pattern	Monday to Friday 8:30-16:30
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points 12-17 of the Support Staff Salary Scale
- FTE Salary: £26,421-£28,770 per annum
- Pro rata salary: £21,227-£23,515 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 22% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.