

Assistant SENDCO/Access Arrangements Coordinator (Grade E)

Job Description

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by taking a lead role to support students to learn and flourish and to be responsible for the accurate assessment, implementation and recording of access arrangements.

Your responsibilities

- Be responsible for timetabling and administration of internal and external assessments for students requiring access arrangements
- Train staff to support access arrangements
- Act as the expert point of contact for staff, students and parents in relation to existing or proposed access arrangements
- Input access arrangements onto relevant portals and SEN register
- Organise and manage documentation ensuring required evidence is up-to-date, in preparation for JCQ inspection
- Ensure JCQ deadlines are met
- Develop and improve existing processes and systems relating to access arrangements
- Act as a 'champion' and advocate for children with special educational needs
- Promote SEN pupils' well-being and resilience
- Safeguard the welfare of SEN pupils
- Support the transition and transfer of access arrangements to relevant settings
- Full Line management of Teaching Assistants
- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Contribute to and support the work of the SEND team in school
- Liaise with students, teachers and external agencies to support students' learning and wellbeing
- Take responsibility in developing your own continuing professional development
- To undertake any further duties reasonably requested by the Headteacher or their representatives.

Grading criteria

- Directly line manage others within their service
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines



- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Able to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.

Teaching Assistant (Grade E)

Person Specification

Qualifications

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| • Completion of relevant training/qualifications at NVQ4/HNC or equivalent level of Knowledge and skills | Essential |
| • Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above) | Essential |

Experience

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| • Proven experience of working with disaffected children | Essential |
| • Experience of preparing, prioritising, initiating and delivering intervention strategies. | Essential |
| • Experience of planning effective actions for pupils at risk of underachieving. | Desirable |

Key skills

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| • Ability to lead and manage teams and individuals | Essential |
| • The ability to promote inclusion and acceptance of all pupils | Essential |
| • Able to self-evaluate own learning needs and actively seek learning opportunities | Essential |
| • Understanding | Essential |
| • Able to fulfil all aspects of the role with confidence and fluency in English | Essential |

Values

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| • Ambitious: works hard, has the highest standards and is positive for the future. | Essential |
| • Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. | Essential |

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through **excellent education**.



- **Collaborative:** builds strong relationships and networks.

Essential



JE Job Number: TA5

JE Score: 432

Grade: E