



JOB DESCRIPTION

Job Title: SEND Administrator (access arrangements)	Salary: West Berkshire Salary Band D (£25,583 - £27,254 FTE). Salary to be pro-rated based on hours worked and term time working.
Hours: 18 hours (Days to be discussed at interview). Term time only, 1 INSET.	Responsible to: SENDCO

JOB PURPOSE

- To provide administrative support to the SENDCO and the Learning Support Department
- To administer the access arrangements testing process
- To plan and organise the delivery of access arrangements during school and public examinations

DESIGNATION OF POST AND POSITION WITHIN STRUCTURE

Line managed by SENDCO

MAIN DUTIES AND RESPONSIBILITIES

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- *Proper and professional regard for the ethos, policies and practices of the school*
- *Understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy*
- *Having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's protection policy is adhered to and concerns are raised in accordance with this policy.*
- *Promoting equality as an integral part of their role and to treat everyone with fairness and dignity.*
- *Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.*

General SEND Administration:

- To support the SENDCO and the Learning Support Department with a range of administrative tasks
- To organise the sharing of student information, such as Challenge and Support Plans and Individual Health Care Plans with relevant colleagues in the school
- To liaise with external agencies on behalf of the SENDCO
- To liaise with colleagues in the school on behalf of the SENDCO
- To contact parents and carers on behalf of the SENDCO
- To organise, attend and minute meetings with external agencies and parents and carers
- To maintain Learning Support as a pleasant and engaging environment for students to learn in, including being responsible for relevant displays.

Access Arrangements:

- To schedule the access arrangements tests, liaising with the access arrangement assessor, parents and carers and students to ensure that the testing process runs smoothly and efficiently
- To organise the process by which referrals are made for access arrangements testing, including liaising with staff to ensure that evidence of student need is systematically collected
- To maintain accurate records of students with access arrangements and share these with relevant staff
- To plan the deployment of staff to support students with access arrangements during school and public examinations
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.



General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This 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.

The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.

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.

PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualification and Training	- Good standard of general education - GCSE or equivalent in English and Maths at grade C or above.	A level or equivalent
Competence summary (knowledge, abilities, skills, experience)	- Excellent communication skills - Knowledge of different special educational needs and how to support students with SEND - The ability to converse at ease with students, parents and staff in accurate spoken English is essential for the post. - Excellent organisational skills and time management - Excellent record keeping skills - Ability to write clear and legible reports - Understanding of GDPR - Understanding of safeguarding policies and procedures	- Excellent negotiation skills - Experience of working with students with behavioural problems
Work related personal requirements	- Excellent personal and social skills - Confidence in dealing with young people - Ability to earn the respect of students and colleagues - Initiative and flexibility	