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| **Text  Description automatically generated with low confidence** | **JOB DESCRIPTION** |

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| **JOB TITLE:** | **Support dept. administrator & co-ordinator for exam support** |
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| **REPORTS TO:** | **Assistant Head / SENCo** |
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| **DEPARTMENT:** | **Support Department** |
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| **SECTION:** | **Secondary School** |

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**PURPOSE OF JOB**

To liaise and work closely with the SENCO / Inclusion Manager, examinations officer and co-ordinator to successfully ensure exam access arrangements and support are managed and delivered for all appropriately identified students.

To undertake administration tasks to support the effective delivery of support for students with EHC plans and additional needs within the support dept.

**PRINCIPAL ACCOUNTABILITIES**

**Organisation and Administration**

* Through close liaison with the SENCO and exams office, plan and manage exam and controlled assessment provision for those students with access arrangements or additional exam requirements
* Liaise with invigilators to ensure all examination requirements have been met and staff given appropriate support with specific students according to their need.
* Maintain a working knowledge of the JCQ regulations
* Maintain accurate information on all students’ access arrangements and additional exam requirements.
* Provide administration for the support dept. by liaising and arranging EHC plan review and the associated paperwork for these meetings
* Provide diary support for the SENCo and INCo
* Minute and circulate weekly meetings notes and actions in a timely manner
* Liaise with outside agencies to facilitate visits to students and staff

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos / work / aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

**General Accountabilities**

* Ensure the effective implementation of school policies with particular regard to safeguarding
* Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. The post will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Business Manager, Headteacher or his representative.

*Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance ‘Keeping Children Safe in Education’*