



Inclusion Exams Reader & Scribe Person Specification

	Essential	Desirable
Qualifications and Training	GCSE (or similar) qualifications in English and Maths	Previously received training on how to deliver Access Arrangements support in line with JCQ regulations.
Skills, Knowledge and Experience	<p>Functional literacy and numeracy skills</p> <p>Communicate well with children</p> <p>Be accurate with excellent attention to detail</p> <p>Maintain confidentiality</p> <p>Work collaboratively with members of a team</p> <p>Display fairness and respect for students and colleagues</p> <p>Liaise clearly and effectively with teachers, teaching assistants and fellow support staff</p> <p>Communicate effectively when speaking and writing</p> <p>Demonstrate resilience, flexibility, humility and a can-do attitude</p> <p>Commit to the school's equality, diversity and inclusion aims</p> <p>Be a reliable and dependable colleague</p> <p>Have smart personal presentation</p> <p>Demonstrate good timekeeping</p> <p>Demonstrate alignment with school values</p> <p>Comply with school policies</p>	<p>Work with students with Special Educational Needs and Disabilities (SEND)</p> <p>Experience with acting as a Reader, Scribe or Practical Assistant for students with Special Educational Needs and Disabilities (SEND) either in formal exams or mock exams in the classroom</p> <p>Experience and familiarity with exam procedures e.g. ensuring candidates have correct papers, responding to student's queries in accordance with exam regulations, ensuring exam papers are never left unattended</p> <p>Work in a public organisation</p> <p>Work in an education environment</p> <p>Work with children and young people</p> <p>Take a proactive and creative approach to problem-solving</p>
Safeguarding	A commitment to the protection and safeguarding of children and young people	