**Post title:** Exam Access Arrangements Co-ordinator– Teaching Assistant Level 4

**Person Specification**

The post holder is required to be flexible and adapt to any conflicting and changing priorities adjusting their workload to meet daily requirements for the role.

The post holder is required to make frequent decisions that may have an impact on the work environment. Decisions are usually made around the work load and changing and conflicting priorities**.**

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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and Training | * Level 2 or higher qualification in English / Literacy * Level 2 or higher qualification in Maths / Numeracy * Higher Level Teaching Assistant Qualification *or willingness to accept contractual agreement to complete the course within 18 months* * 12 months working experience *or Willingness to undertake training and development relating to the role, ensuring awareness of changes in JCQ regulations* * 12 months working experience of maintaining and/or producing provision maps for whole school, identified groups and/or individual students | * Continuous professional development in a relevant discipline |
| Competence Summary (Knowledge, abilities, skills, experience) | * Working alongside young people with special educational needs in an educational setting for a minimum of 2 years * Working practice of full compliancy with exam board/s and JCQ regulations, including planning and coordinating access arrangements for those students found on the SEN/D register. * Experience of maintain and/or producing provision maps for whole school, identified groups and/or individual students * Preparing resources to support learning programmes * Working effectively within a team environment * Programme planning for students with special educational needs * Conflict resolution | * Working at Teaching Assistant level 3 or 4 in a secondary school environment * Line management of Teaching Assistants |
| Work-related Personal Requirements | * SEN care and service provision * Learning programmes and strategies for young people with special educational needs * Educational Health Care Plans * SEN policies, procedures & codes of practice * Child development, learning and inclusion within mainstream education * Classroom roles and responsibilities * Safeguarding of children & young people * Confidentiality and Data Protection |  |
| Personal Attributes | * Provision mapping experience * Dedicated professional who is committed to the role * Energetic and enthusiastic with an excellent sense of humour * Excellent attendance and punctuality record * Excellent verbal, written communication and IT skills Knowledge and experience of using a range of Microsoft Office applications * Highly organised, with excellent time management skills and able to perform under pressure * Ability to work independently as well as in a team; proactive, and able to take initiative * Able to form positive links with a range of key stakeholders * Always prepared to put the students’ needs first * Awareness of and commitment to Equal Opportunities; a commitment to working with students from diverse backgrounds * A ‘can do’ approach: open and constructive, accepting of feedback and willing to learn |  |