

### **The Park Community School**

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1420 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

The school is a founder member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP is also the employer of staff in both the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of Dartmoor Teaching School Alliance and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

### **Support Staff Vacancy Details**

**Job Title: SEN Administrator (Access Arrangements)**

**Contract Term: Permanent, term time only (job share)**

**Vacancy Closing Date: 26/09/2022**

**Interview Date: w/c 26/09/2022**

### **How to Apply**

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email [hr@theparkschool.org.uk](mailto:hr@theparkschool.org.uk). Please note we do not accept Curriculum Vitae.

## **Job Description**

**Job Title:** SEN Administrator (Access Arrangements)

**Responsible to:** SENDCo

**Work Pattern:** 22.57 hours per week. General working hours will be between 8.30-4.30pm, worked between Monday and Friday. Some flexible working will be required to support out of school time activities and during the exam seasons an 8.00am start will be required.

**Grade:** Grade C (NJC Scale points 4-6 FTE Salary £19,264 - £20,043). **Actual starting salary £10,011** plus a pending pay award that has been offered for union consultation at an additional £1,925.

**Start Date:** October 2022

### **Principal Accountabilities:**

To work under direct supervision to support access to learning by:

1. Undertaking organisational support and maintaining records of additional provision.
2. Supporting the Exams Officer and SENDCo in making specialist provision arrangements for examinations
3. Training students on how best to use their access arrangements
4. Training Exam invigilators to provide access arrangements for students.
5. Taking the lead invigilator role for students with access arrangements

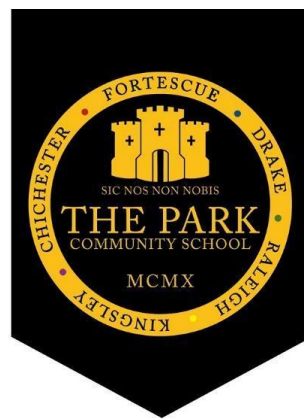
### **Key Function 1 - Support for the SENDCo and Exams Officer by:**

Administration support for the SENDCo and Exams Officer in order to manage applications and testing of students requiring additional support in their GCSE Exams.

- Working under the direction of the SENDCo and Assistant to SENDCo to prepare students applications for their access arrangements
- Organising and collating internal paperwork with teachers in order to support the application process
- Organising testing windows for students with our specialist external assessor
- Completion of the official access arrangements, online application and required paperwork
- Providing information to teachers, students and their parent/carer to support the access arrangements process
- Working with the Exams Officer in order to train invigilators on how to support students during their exams
- Working with students so that they feel confident in using their specific access arrangements in order to support them in their GCSE exams; for example, in the use of word processors or "reading pens"

### **Key Function 2 – Support the PEEPs (personalised emergency evacuation plans) by:**

- Making sure that PEEP plans are accurate and updated
- Writing risk assessments for our most vulnerable students
- Coordinating training for staff on the PEEP plans including evacuation chair training
- Organising cover for PEEP plans when a member of staff is absent
- Ensure the smooth operation of evacuation for our most vulnerable students



**Key Function 3 – Support the School by:**

- Complying with school policies and procedures including child protection, health and safety, confidentiality and data protection and reporting all concerns to the Designated Safeguarding Lead (DSL)
- Ensuring all students have equal access to opportunities to learn and develop.
- Attending all relevant meetings as required.
- Participating in training and performance development as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

**Key Function 4 – Specific Responsibilities related to the role:**

- Assist the Exams Officer with checking in exam papers
- Preparation of bespoke examination rooms
- Clearing of examination rooms.
- Extensive invigilation duties as per Exam Board examination requirements.
- Lead exam venues that specifically support students with access arrangements.
- Laying up examination papers including correct assignment of dictionaries, extra time and prompts.
- Tracking down individual students not in the exam room, whether in class or by contact with home.
- Assisting the Exams Officer in completing Attendance Registers and packing exam papers.
- Preparing multiple copies of seating plans.
- Ensuring seating plans are appropriately displayed and rotated.
- Assistance with practical exams as required.
- Liaise with the SENDco and the Exams Officer in the testing of students for access arrangements.
- Willingness to undertake relevant training such as examination or invigilation qualifications
- Willingness to learn and comply with all Examination regulations, as laid down by the JCQ

***The above duties are also subject to redesignation or alteration from time to time, by negotiation, as directed by the Headteacher and/or the Headteacher's representative.***

**Safeguarding Level B:**

This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.

To be alert and active on issues relating to pupil welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil.

## **Person Specification**

Shortlisting will be based on these below requirements being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable. this is indicated in the Assessment Method column below as follows:

T = A Task/Test of shortlisted candidates for the specified requirements

O = An Observation

<u>Category</u>	<u>Requirement</u>	<u>Essential/ Desirable/</u>	<u>Attribute Assessment*</u>
<u>Qualifications, Education and Training</u>	English and Maths to GCSE at Grade C or Level 4 Relevant Level 2 qualification or above Willingness to participate in other/and or further development or training opportunities	E E E	
<u>Professional Knowledge and skill</u>	Understand how students learn and develop Have a clear understanding of the importance of safeguarding and keeping children safe Have confidence and strategies to promote positive behaviour for learning Have an understanding of Special Educational Needs and Disabilities	E E E E	
<u>Experience</u>	Working successfully with students in an educational setting Supporting 1:1 or small group sessions to students with an identified need(s)	E D	
<u>Professional Skills/Attributes</u>	Ability to work flexibly as part of a team appreciating and supporting the role of others in the team Promote the vision, values, and ethos of inclusion of the school Have a commitment to professional growth and development Be able to use initiative Build and maintain positive and supportive relationships with children	E E E E E	
<u>Attitudes</u>	Risk averse Empathy Flexibility in working hours Enjoys working as part of a team Able to work under own initiative and independently. Able to reflect and learn from experience. Resilient and able to function well under pressure. Propensity for attention to detail	D E D E E D D E	