



Exam Concession and SEND Support Administrator - JOB DESCRIPTION

Reporting To: SEN Manager

Payscale: TEAL Associate Staff Pay Scale, Point 4

Job Purpose:

The post holder will support the SEN Department to provide an efficient and effective administrative support service. They will ensure key processes and procedures are accurately administered, whilst promoting ongoing cross-department collaboration and maximising the support given to all students.

The post holder will ensure the administrative service is consistently professional, reliable, confidential, aligned with Data Protection requirements and responsive to the needs of the school.

The post holder will actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”

Key Responsibilities: Specific

- Provide administrative support to the SEN Department, including the administration of access arrangements, utilising electronic systems appropriately.
- Communicate with a variety of internal staff and ensure the administrative needs of the SEN Department are met.
- Maintain electronic databases, including Arbor and VLE, to enable accurate data to be collected, recorded and reported on, informing SEND on actions and decisions.
- Collaborate with the Exams team to arrange and conduct catch-up CAT tests, and catch-up reading and spelling tests for Y7-Y10.
- Arrange and conduct assessments, as part of the school's ongoing graduated response, providing valuable insights to inform the development and implementation of tailored learning strategies for pupils.
- Arrange and conduct pre and post intervention testing each term to enable accurate data collections.
- Ensure the arrangement of exam concession testing, including resubmissions are completed as required and in a timely manner.
- Ensure the organisation for the provision of classroom teaching support is arranged within the required timescales as and when required, in collaboration with the SEND Team Leader.
- Organise and facilitate interventions on a termly basis.
- Maintain accurate student records, in line with current GDPR regulations, including but not limited to scanning and saving all relevant documentation to file and correctly disposing of confidential waste.
- To act as an on call first aider when required on a rota basis.

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Behaviours Charter

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	<ul style="list-style-type: none"> • Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	<ul style="list-style-type: none"> • Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	<ul style="list-style-type: none"> • Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.