



Stockport School

Person Specification

Post Title: SEND Assessment and Access Arrangement Coordinator

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
<u>Relevant Experience</u>	<p>Experience of supervising and supporting children in a school environment</p> <p>Working with children in a secondary school or other similar setting</p> <p>Supporting children with additional and/or special educational needs (SEN) in their learning</p>	<p>Supporting students who have specific difficulties</p> <p>Examination Access Assessment and Arrangement experience/qualifications</p> <p>SEND Statutory Testing qualifications</p> <p>Examination Invigilation/Support experience</p> <p>Pastoral support work or other similar school-based experience</p> <p>Mentoring and/or academic coaching/tutoring/teaching of children</p> <p>Teaching / Cover Supervisor / HLTA / ITT experience in a Secondary environment</p>	Application form / Interview
<u>Education and Training</u>	<p>Strong GCSE in English and mathematics at grades C or 4 and above, including additional strong GCSE and/or A Level passes (or equivalent) in other subject areas</p> <p>Strong literacy and numeracy skills/qualifications</p> <p>Good ICT skills for word processing, use of learning software and accessing on-line resources</p> <p>Evidence of continuous professional development</p> <p>Willingness to undertake additional qualifications and training relevant to the role</p>	<p>Good Honours Degree or other Higher Educational qualification</p> <p>Qualified Teacher Status or HLTA Status</p> <p>SEND Statutory Testing qualifications (or willingness to complete)</p> <p>Safeguarding and child protection training/qualifications</p> <p>First Aid certificate</p> <p>Experience and/or awareness of SIMS and other School information management systems</p>	Application form / Interview
<u>Special Knowledge and Skills</u>	<p>Consistent high expectations which motivate and challenge students</p> <p>Ability to communicate strongly and confidently in oral and written format with pupils and other staff</p> <p>Effective management skills to promote a consistent and positive culture of high expectation and standards</p> <p>Highly organised, with great attention to detail</p> <p>Able to organise and prioritise workload and meet predetermined deadlines</p> <p>Able to interact with and motivate students</p>	<p>Strong specialist subject knowledge and experience</p> <p>Awareness of current developments in education particularly the change in provision for children with special needs</p> <p>General awareness of the National Curriculum and Assessment requirements</p> <p>General awareness of Key Stage 2 (Primary level) teaching and study requirements</p> <p>General awareness of GCSE qualification and study requirements</p> <p>Awareness and understanding of the importance of School policies and</p>	Application form / Interview

	<p>whilst demonstrating an understanding of their needs and competences.</p> <p>Awareness of the requirements of children with additional and special educational needs and of suitable support strategies</p> <p>Knowledge of the requirements of the SEN Code of Practice</p> <p>Able to accept and promote new ideas</p> <p>Good 1-1 and small group engagement skills</p> <p>Commitment to safeguarding and child protection</p>	<p>procedures</p> <p>Awareness of confidentiality issues linked to home/student/Teacher/School work</p> <p>Awareness of effective well-being support strategies</p>	
<u>Any Additional Factors</u>	<p>Ability to maintain positive and purposeful professional relationships with students, parents/carers and staff</p> <p>Ability to take responsibility and act upon own professional initiative to problem solve as and when required</p> <p>Ability to work effectively and productively within a team</p> <p>Ability to work under pressure Excellent interpersonal skills</p> <p>Dedication to role and towards supporting the best interests of the child and the school</p> <p>Honesty and professional integrity</p> <p>Reliability, perseverance and resilience towards supporting the role</p> <p>Demonstrates role model status of high standards and expectation</p> <p>Ability, flexibility and willingness to take on other reasonable responsibilities or duties as deemed necessary.</p>	<p>Willingness to attend additional training courses relevant to the role</p> <p>Commitment towards further professional development</p> <p>Demonstrates an inclusive approach for all encouraging and creating opportunity for widespread participation and engagement</p> <p>Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity</p> <p>Sense of humour and a positive outlook</p> <p>Willingness to support extra-curricular provision</p>	Application form / Interview

Date: May 2025