



REF NO: POL06

SEN Identification and Access Specialist

**Grade G, 37 hours per week, 44.652 paid weeks
(Term Time + 5 additional days across the year)**

Closing Date | 9.00am Tuesday 5th October 2021

Operational SENDCo | Kim Taylor

Trust Lead SENDCo | Joe McGovern

Headteacher | Mark Everett

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▼ Key Roles

The **SEN Identification and Access Specialist** will work under the direction of the **Operational SENDCo** and **Trust Lead SENDCo**, and their key roles will include:

- ▼ To play an instrumental role in implementing the CELT Identification Toolkit as part of the CELT graduated approach at Poltair School.
- ▼ To undertake relevant specialist SEND assessments for students, including dyscalculia and dyslexia.
- ▼ To use other screening tools to identify barriers to learning relating to literacy.
- ▼ To identify students who are eligible and manage their exam access arrangements, ensuring that all assessments are undertaken in line with JCQ regulations and are presented on appropriate documentation.
- ▼ To provide assessment results and recommendations for support strategies for individual students, reporting to external professionals where necessary.
- ▼ To conduct student review meetings, as needed.
- ▼ To communicate students' needs with Teaching Staff.
- ▼ To work closely with the Pastoral Team to meet the needs of all students.

General Responsibilities for All Employees

- ▼ To attend staff meetings and Trust-based INSET as required.
- ▼ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ▼ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ▼ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ▼ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ▼ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ▼ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> ✔ Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard of education) ✔ Experience of working with students with SEND 	<ul style="list-style-type: none"> ✔ Degree level qualification ✔ Postgraduate Award of Proficiency in Assessment for Access Arrangements or equivalent ✔ Dyslexia champion or equivalent training ✔ Experience of PHAB, YARC, BPVS, NGRT ✔ Recent training relating to Dyscalculia
Knowledge & Skills	<ul style="list-style-type: none"> ✔ Excellent organisational skills, with the ability to manage workload effectively and meet deadlines ✔ Ability to communicate clearly and professionally ✔ Knowledge of barriers to learning for SEND students ✔ Ability to work confidentially and with attention to detail to maintain accurate records ✔ Excellent working knowledge of ICT, and the ability to interpret reports 	<ul style="list-style-type: none"> ✔ Knowledge of JCQ Regulations for examinations/assessments and access arrangements ✔ Knowledge of GL Assessment Lucid Rapid, COPS & LASS
Personal Qualities	<ul style="list-style-type: none"> ✔ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ✔ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues ✔ Professional, reliable and honest 	

