

Hendon School



Person Specification for:

Access Arrangements Coordinator and School Based Assessor

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in the supporting statement; however, it is more likely that they will be more fully assessed during the interview process and from the references.

	Essential	Desirable
Qualifications	<p>Qualified Teacher status</p> <p>Assess Arrangements Assessor qualification:- Completion of the PAPAA - Access Award of Proficiency in Access Arrangement Coordination (APAAC)</p>	<p>Evidence of continuous professional development with particular reference to SEND.</p>
Experience	<p>Teaching at KS3 and 4</p> <p>Qualified teacher with at least four years' experience in the secondary sector</p>	<p>Teaching at Key Stage 5 Experience of leading a team of teachers on a curriculum initiative Experience of budget management</p> <p>Evidence of continuing professional development</p> <p>Evidence of leading colleagues in secondary schools</p> <p>Experience of training other teachers Experience of working alongside other teachers in the development and learning Experience of setting targets and monitoring, evaluating and recording progress</p>

<p>Knowledge and Understanding</p>	<p>Strategies for meeting SEN in a main school setting and knowledge of the following:</p> <ul style="list-style-type: none"> • The SEND Code of Practice 0 to 25 and its practical application • The roles and responsibilities of educational psychologists and of learning and behaviour support services • Exam concessions application process • Curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills Factors promoting effective transfer of learners from one phase of education to the next 	<p>Using comparative information about attainment Pastoral support plans An understanding of how to support EAL students</p> <p>Strategies for meeting SEN in a main school setting and knowledge of the following:</p> <ul style="list-style-type: none"> • The funding support mechanism for SEN • The EHCP process and the evidence required to support a successful application • SEN legislation and policy • Behaviour management techniques for groups and individuals • Curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills Factors promoting effective transfer of learners from one phase of education to the next
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In addition to assessing the candidates' ability to perform the duties & responsibilities associated with the post, the interview will also explore issues relating to safeguarding & promoting the welfare of the students.

Application form

The appropriate application form should be **fully completed** and legible. The personal statement should be clear, concise and related to the specifics of the post.