



The Cheadle and Marple College Network

JOB DESCRIPTION –REVIEW AND ASSESSMENT CO-ORDINATOR (S.E.N.D)

Primary Purpose

To co-ordinate across both colleges, the processes that ensure specialist assessments providing evidence for special exam considerations and EHCP reviews for SEND students are conducted in a timely manner, whilst meeting the requirements of the examining bodies and the local Authority SEND framework.

To be responsible to the Head of Inclusion.

Accountabilities

- To co-ordinate the systems and procedures for ensuring that specialist assessments required in order to provide special exam considerations for S.E.N.D learners are completed in a timely manner, are up to date and follow external guidelines.
 - To co-ordinate and support the implementation of student EHCP reviews in a timely manner, ensuring that systems, paperwork and procedures are matched to the expectations of the SEND Code of Practice and Local Authority.
 - To liaise with external providers in order to ensure that adequate evidence is gathered that supports the assessment process/application for special exam considerations and/or EHCP assessments of need.
 - To ensure that accurate internal evidence is in place for any internal specialist assessments carried out, that meets the demands of the audit process and requirements of the JQC.
 - To review any exam considerations in place, reassess if required and provide advice and guidance in relation to the used of any specific strategies agreed.
 - To liaise with curriculum staff in order to provide advice and guidance in relation to the implementation of any special exam arrangements agreed or EHCP outcomes set for S.E.N.D students across the college.
 - To liaise various local authorities in order to gather EHC plans and information at pre-entry transition stage. .
 - To work closely with the exams department to ensure that highly effective procedures to apply for special exam considerations are in place.
 - To work closely with the Learning Support Administrator in order to ensure paperwork and evidence is in place for all SEND learners in relation to their special exam arrangements and formal EHCP reviews.
 - To develop and improve the promotion and implementation of ILT and assistive technology that can be used to assess learners and enhance any special exam considerations made.
 - To provide training for Learning Support staff in the use of special exam considerations and how to support these during any examinations taking place across both colleges.
 - To provide support to learners in the use of any special exam arrangements agreed by the JQC in order to develop confidence and awareness of the specific roles agreed.
 - To promote the celebration of success of students within the subject area.
 - To promote and safeguard the welfare of any students with whom you come into contact.
 - To be aware of your college entitlement to professional development.
 - To be aware of equal opportunities and to demonstrate these principles in all aspects of your work.
 - To understand the College's Health and Safety Policy and to work within its guidelines.
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Additional Duties

- To liaise with external providers and attend external meetings where appropriate in relation to assessment of special exam considerations.
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