

## Job Description

|                      |  |                         |                  |                       |           |
|----------------------|--|-------------------------|------------------|-----------------------|-----------|
| <b>Role:</b>         | <b>Specialist Emmaus Support Assistant – Access Arrangements</b> | <b>Salary Range:</b>    | 3                | <b>Notice Period:</b> | One Month |
| <b>Line Manager:</b> | Head of SENCO  | <b>Head of Faculty:</b> | Business Manager |                       |           |

### Role Purpose

The team purpose for all colleagues who work in the Emmaus Learning Support Department is to ensure that it is a positive, student-centred learning environment which reinforces the school's key messages of academic excellence and impeccable behaviour. You will work to support pupils from the Emmaus Department as directed by the SENDCo.

The ESA (Exams Lead), is to support the SENDCo and Examination Officers in arranging, administering and timetabling Access Arrangements of public and internal examinations. This position will work with the SENDCo, Examination Officers, and members of the Leadership Group, Heads of Departments, teachers and support staff.

### Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

### Duties & Responsibilities

#### ESA

Work within the context of the vision of St. Paul's and the Code of Conduct by supporting the learning of pupils with SEND.

Taking into account the special educational needs involved, to aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example:

- clarifying and explaining instructions;
- ensuring pupils are able to use equipment and materials provided;

- motivating and encouraging the pupils as required;
- assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting / presentation;
- helping pupils to concentrate on and finish work set;
- liaising with class teacher devising complementary learning activities;
- establish a supportive relationship with the child/ren concerned
- encourage acceptance and integration of the child with special needs
- develop methods of promoting/reinforcing children's self-esteem..

### **Supporting The Pupil**

- To develop an understanding of the specific needs of the child / children concerned.
- To establish a supportive relationship with the child / children concerned
- To encourage acceptance and integration of the child / children concerned
- To develop methods of promoting / reinforcing the child / children's self-esteem.
- To aid the child to learn as effectively as possible inside and outside the classroom.

### **Supporting The Teacher**

- To provide regular feedback about the child / children to the teacher
- To assist the class teacher in the development of suitable materials for the child / children
- To contribute to the maintenance of records of progress for the child / children concerned.
- To participate in the evaluation of the support programme

### **Supporting The School**

- To liaise with parents on day-to-day issues when necessary.
- To liaise with, advise and consult with other members of the Learning Support team regarding the child / children concerned
- To contribute to reviews of the child / children's progress
- To attend relevant in-service training
- To be aware of school procedures

### **Access Arrangements**

- Support with arranging, administering and timetabling of public and internal examinations for Access Arrangements
- Support the Examination Officer and SENDCo, liaising with Heads of Departments, teachers and support staff over examination entries and access arrangements.
- Communication with students about their access arrangement in place
- Communication with national examination bodies requesting Access Arrangements and special consideration when appropriate
- Support with the responsibility for complying with the regulations of the Joint Council for Qualifications and ensuring the integrity of the exam process
- Oversight of Access Arrangements invigilation
- Recruitment and training of invigilators around Access Arrangements
- Ability to train and lead other staff on an annual basis to fulfil the JCQ Access Arrangements rubric
- Coordinate and implement appropriate actions during mock and public exams. Set up and ensure all JCQ regulations are met in examination rooms for students with access arrangements
  - Be responsible for starting exam
  - Be responsible for starting exams and reporting absent students with access arrangements
  - Be flexible with start / finish times during exam periods to allow for setting up of exam spaces and equipment
- Ability to oversee and manage the logistics for Access Arrangement exam invigilation

## Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

## General

- To work as an effective member of a team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and well being of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

## Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the Schools leadership structure. I understand that I must seek support when needed, and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

**Name:** ..... **Signed:** ..... **Date:** .....