

Post: Part time experienced Assessment and Data Co-ordinator
Reporting to: Senior Leadership Team
Hours: 3 days per week (.6)
Contract: Permanent with 6 month probationary period.
Salary: £35-37,000 (pro-rata) dependent on experience
Start date:
Applications close: Monday 28th October 2019
Interviews: Week beginning 4th November 2019

APPLICATIONS MUST BE MADE ON THE SCHOOL'S APPLICATION FORM, ON THE SCHOOL WEBSITE OR CONTACT US FOR A COPY – CVs NOT ACCEPTED ON THEIR OWN. CLOSING DATE: MONDAY 28th OCT 2019
VISITS TO THE SCHOOL ARE MOST WELCOME– PLEASE CONTACT LORRAINE MORGAN on l.morgan@parayhouse.com

FOR ANY OTHER QUERIES PLEASE CONTACT:
Holly Bristow or Verity Carnevale – Headteachers
Tel: 020 8741 1400 email: v.carnevale@parayhouse.com

Parayhouse School is seeking to appoint a part time experienced Assessment and Data Co-ordinator to work closely with our school's teaching staff and Senior Leadership team. They will support teachers in identifying gaps in attainment and raising standards of performance in the school. He/she will ensure accurate, concise and efficient recording and reporting of students' progress. The successful candidate will also be required to provide PPA lesson cover.

OUR SCHOOL:

Parayhouse is a non-maintained special school for students with significant speech, language and communication needs, moderate/severe learning difficulties and associated social, emotional, behavioural and medical difficulties. The School caters for 50+ students from 7 - 16 years of age.

Teachers, therapists and LSAs work collaboratively as part of a close and supportive multi-professional team, planning, delivering and evaluating the curriculum and its impact.

Parayhouse is a 'good' school with 'outstanding' behaviour [Ofsted 2018]. The relationships within the School are strong and the ethos is positive, caring and ambitious. The parents are extremely supportive and the Trustee Governors work closely with the senior leaders and staff. Students describe the school as "safe" and "like a family" [see our video on the website www.parayhouse.com]

PERSON SPECIFICATION:

- QTS essential and a qualification in SEN desirable.
- Experience in overseeing assessment in schools (preferably in special needs education)
- Experience of working with SOLAR and/or Boxall would be an advantage.
- Ability to work collaboratively in a multidisciplinary team building strong relationships demonstrating patience and a commitment to supporting colleagues.
- Ability to be flexible and work well under pressure to meet deadlines.
- Willingness to develop your skills and knowledge for working with students with speech, language & communication needs through CPD.

- An enthusiastic professional who has excellent ICT skills.
- Ability to develop and promote our assessment systems to ensure they are effective and efficient and to analyse and process internal and external data in a clear and concise manner.
- Maintain confidentiality of individual student data as appropriate
- Have a relentless focus on achieving the highest standards and a commitment to supporting the school to ensure the very best outcomes for our students
- Willingness to stay informed of legislative changes and requirements relating to assessment and data
- Ability to deliver 'good' or better lessons to support PPA cover
- Ability to work reflectively and to identify opportunities for improvement and best practice at all times

RESPONSIBILITIES

- To monitor, evaluate and report on pupil progress, in line with the school's assessment policy
- To support SenLT in identifying opportunities for improvement in the above as necessary
- To assist headteachers in reviewing, implementing and drafting the SIP
- To Support SenLT to monitor and evaluate the Curriculum in line with assessment outcomes
- To attend and contribute to SenLT Meetings
- To attend at all relevant training sessions
- To maintain and implement the school's assessment calendar ensuring high quality reports are provided to parents.
- To collect internal assessment data from relevant staff.
- To attend Teaching and Learning Sub- committee meetings
- To provide cover for teacher PPA and maximise this opportunity to understand and monitor students' learning and in-lesson assessment
- To establish good working relationships with students/teachers/therapists/parents and governors.
- To cover fitness and lunch duties
- To deliver training and staff insets

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteachers to carry out appropriate duties within the context of the post, skills and grade, for the benefit of the school.

WE CAN OFFER:

- A warm, supportive and relaxed environment
- A commitment to the continuing professional development of our staff
- A collaborative, professional staff committed to reflective practice
- The opportunity to help contribute to the development of our exceptional young people and support them in achieving their full potential