

### Job Description

<p><b>POST:</b></p> <p><b>RESPONSIBLE TO:</b></p> <p><b>SALARY:</b></p> <p><b>WORKING PATTERN:</b></p> <p><b>DISCLOSURE LEVEL:</b></p>	<p>Examinations and Data Officer</p> <p>Deputy Headteacher (Quality and Standards)</p> <p>F – Scale 22-25, £18,307 - £20,077 (pro rata)</p> <p>36 hours per week – 40 weeks</p> <p>Enhanced – Bebington High Sports College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.</p>
<p><b>JOB PURPOSE:</b></p>	<p>The post holder is responsible for the co-ordination and administration of all public and internal exams taken by students at Bebington High Sports College.</p> <p><b><u>Exams</u></b></p> <p>Planning</p> <ul style="list-style-type: none"> <li>• To be familiar with all regulations, changes from previous years, laid out in the JCQ rulebooks on the conduct of exams, coursework and controlled assessment, access arrangement, malpractice and general regulations.</li> <li>• To disseminate regulations and especially changes, to staff, students and parents.</li> <li>• To develop and monitor policies and procedures to ensure that the school abides by all JCQ regulations.</li> <li>• To support the Senior Leadership Team with updating and writing all internal policies and contingency plans relating to examinations.</li> <li>• To gather information on all departmental plans for exams and controlled assessments for the coming year and ensure sufficient resources are available.</li> <li>• To collate a summer public exams timetable for the school and inform staff, students and parents as appropriate.</li> </ul>

- To liaise with awarding bodies on all aspects of examinations.
- To assess the impact of any changes in specifications, plan for these and inform the relevant people.
- To liaise with SENCO and SEN Department on a regular basis to ensure that Access Arrangements deadlines are being met, procedures followed and sufficient resources available for approved students.
- To hire and train sufficient Invigilators in a manner which complies with employment and child protection laws in partnership with the Business Manager. Invigilators must be trained and knowledgeable in all areas of JCQ requirements.
- To be aware of all entries, submission, access arrangement and post results services deadlines; to set and communicate suitable internal deadlines to meet these; and to make all necessary entries to the school calendar.
- To generate detailed instructions covering the procedures and timings to be used by the school in all areas of exam work.
- To review the workings of the exams office and seek to continuously improve.

### **Entries**

- To collate exam entries from Curriculum Coordinators and any external candidates approved by the school and to submit these entries once checked to Awarding bodies through Exams Organiser and EDI by the deadline.
- To ensure that entries are checked and signed by Heads of Department in association with the DHT (Quality & Standards)
- To scrutinise and authorise all payments made to examination authorising bodies.
- Ensure departments provide coursework marks for all entries and submit these to Examining Bodies online or by EDI by the due date.
- Package all coursework and controlled assessment samples correctly, and oversee their despatch to moderators.
- Issue candidates with individual exam timetable and candidate instructions.
- Register students on BTEC courses as necessary and before the deadline.
- Ensuring that all required information, including that for external candidates, is obtained and submitted accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests, and assessment data.
- Keep up to date with all JCQ awarding body rules, regulations and deadlines.

NB Training will be provided

### **Exam Preparation**

- To assist the KS4 Progress Leader in making sure all relevant information has been given to Y11's prior to the summer examinations period.

- To store exam papers, pre-release material and stationary securely and in line with JCQ regulations, and to distribute to staff where required.
- To resolve all timetable clashes and make appropriate provision for students considering individual requirements.
- Book all exam venues ahead of time and liaise with the premises team to ensure that halls and rooms are available and desks and chairs set out as required.
- To ensure that all pupils with special needs including diabetes, long term conditions and approved access arrangements are correctly catered for.
- To create and publish detailed exams schedules, showing the rooms and timings of all exams, to pupils. Ensure that all staff are aware of which rooms will be Exam Venues so they can plan accordingly.
- To prepare all desk labels, seating plans, invigilation materials and posters required.
- Prepare invigilation timetable as per Joint Council Regulations and issue to invigilators.
- Ensure all exam rooms are set up correctly and all requisite signage is on display.
- Responsible for the receipt, checking, secure storage and logging in and out of preliminary information, controlled assessment, ISA and MFL speaking exams material.
- Timetable SLT members / Senior Teachers to assist in the start / end of examinations.
- Ensure that you are aware of all fire procedures and that invigilators are aware of what to do if there is a fire during an examination session.

### **The Exam Period**

- To oversee work of invigilators.
- To set up the exam venues as per examination boards and JCQ requirements.
- To ensure timely, carefully controlled collection and despatch of exam scripts.
- To apply for Special Consideration as required by exam regulations.
- To scrutinise and authorise the timesheets of invigilators etc.

### **Results and Post – Results**

- Process results by EDI.
- To be present on and around results days.
- To oversee the distribution of GCSE results to staff and students.
- Put in effect procedures to process all Enquiry about Results (EARs) requests, access to scripts, coursework moderation and further appeals by due dates.
- To inform parents, pupils and staff about the outcomes of post results services in a timely and efficient manner.
- To help with appeals or extended reviews where necessary.
- To review the exam period and make plans for improvement.

	<ul style="list-style-type: none"> <li>• Compile results data and analysis for issue to Governors, Senior Leadership Team and Subject Leaders, under the direction of the Data and Assessment Manager.</li> <li>• Check (and correct if necessary) data published by DFE.</li> </ul>
	<p><b><u>Internal Exams</u></b></p> <ul style="list-style-type: none"> <li>• Ascertain Departments' requirements.</li> <li>• Prepare timetable, to match as far as possible Departments' requirement.</li> <li>• Prepare Invigilation timetable and issue to Invigilators.</li> <li>• Issue timetable and instructions to candidates and additional information to Curriculum Coordinators and Form Tutors.</li> <li>• Prepare seating plans for each exam.</li> <li>• Ensure all exam rooms are set up correctly.</li> <li>• Liaise with premises team and book rooms in advance.</li> <li>• Obtain question papers/ answer scripts from Curriculum Coordinators.</li> <li>• Liaise with SENCO re access arrangements.</li> <li>• Ensure that all staff involved in invigilation or assisting with the start /end of exams are aware of when and where they are required.</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• To accurately track and manage the department budget under the supervision of the Data and Assessment Manager.</li> <li>• To reply to all correspondence, especially from parents in a timely and helpful manner.</li> <li>• To ensure that exams are run in keeping with Health and Safety procedures.</li> <li>• To carry out other duties as may reasonably be allocated by Line Manager.</li> <li>• Complete all documentation by due date to ensure invigilators are paid on a monthly basis.</li> <li>• Answer queries and advise candidates, parents/carers and teaching staff re. entry option's etc.</li> <li>• Collate exam certificates for distribution in November.</li> <li>• Responsible for the safe storage of pupil files for the requisite number of years.</li> <li>• To ensure that data protection regulations are complied with and maintained.</li> <li>• To be flexible in busy periods during exam time.</li> <li>• To attend any training and networking events as necessary.</li> </ul> <p><b><u>Data – To support the Data and Assessment Manager in: -</u></b></p> <p><b>Data Collection and Reporting</b></p> <ul style="list-style-type: none"> <li>• Manage and be accountable for the effective use of the SIMS Assessment system.</li> <li>• Manage the printing and distribution of assessment reports sent to parents.</li> </ul>

- Design and set up complex templates for each reporting session.
- Ensure correct data fields are inserted into report templates so that reports are complete and accurate.
- Independently resolve problems relating to data collection and reports to ensure smooth running of procedures.
- Provide summary analyses of students' reports for Progress Leaders, Curriculum Coordinators, Senior Leadership Team and Headteacher.
- Update the School's Data Booklets after each data capture point and distribute to Senior Leadership and Heads of Departments.
- Work with Senior Leadership Team in setting clear and workable deadlines for data collection and to meet all deadlines.
- Design and set up aspects and marksheets for data collection.
- Build templates and generate marksheets required by departments to aid the recording, tracking and monitoring of student attainment and progress.
- Lead on importing results and database information from other systems, such as FFTAspire, to provide a comprehensive set of base data for all students.
- Export data from SIMS into SISRA to analyse and track student performance.
- Be aware of student contextual data such as SEN or PP provision, and update research groups when necessary to maintain accurate analysis of these groups.
- Set students targets according to latest guidance.
- Keep up to date with DfE guidance on Progress 8, Attainment and any other relevant School Data initiatives.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**



	<p><b>The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.</b></p> <p><b>The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.</b></p>
--	---





--	--

