

BRAMPTON COLLEGE

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INDEPENDENT SIXTH FORM COLLEGE

March 2018

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The College

Brampton College is a leading independent sixth form college, located in North West London. It was founded 26 years ago by the Principal, Bernard Canetti. The College has an outstanding record of academic success and has consistently been the most successful sixth form college in London, coming top of the Department for Education league tables for the past 17 years. The College provides the highest academic standards and individual care in a friendly, encouraging and supportive environment. Currently there are 245 students on roll and 75 members of staff.

To view the College website and find out more, visit www.bramptoncollege.com

Location & Facilities

We are situated in an attractive period building close to the amenities of Hendon. The buildings have been designed to meet our requirements and include four laboratories (all of which have been refurbished in the past few years), a purpose-built art studio, excellent computer facilities, a library, main hall, staff room and student common room.

We have recently invested in a four-storey extension of the College to provide additional class rooms, tutorial rooms and other facilities, which opened in January 2016.



Our Results

In 2017, 49% of A level results were A*/A grades and 81% were A*-B grades. Brampton College came 3rd nationally in the DfE performance table of independent sixth form colleges in 2017 and has come top of all sixth form colleges in London for the last 17 years, ranked on average point score per A level.

This year, 64% of our students gained entry to their first choice university with 63% progressing to Russell Group Universities. Current students applying for university places for 2018 are already holding offers from top universities including Oxford, UCL, LSE, Imperial, King's and Bristol for a variety of competitive courses such as Medicine, Dentistry, Architecture, Economics, Law and English.

ISI / Ofsted Inspection

The College was inspected by Ofsted in February 2009. Both quality of education overall and the quality of teaching and assessment were judged to be "outstanding". (Please see downloadable attachment). This judgement of the College was confirmed in our latest inspection by ISI in January 2012, where the academic and other achievements of the students, as well as their personal development and the governance of the College were all judged to be excellent. The report commented:

'The College is highly successful in achieving its aims of fostering high academic outcomes and at the same time boosting students' capacity for vigorous independent academic effort and personal organisation'. The report also said 'Teaching is excellent... The contribution of the teaching drives the students' excellent achievement and exceptional academic progress'.



"Brampton has given me more than a second chance. They've set me up for my future. The teachers here turned things around for me. They are so passionate and make the topics so interesting. I never experienced this elsewhere and I didn't want to let them down." Georgie Done obtained A*AA and a place to study History at UCL.

Examinations Officer & Data Manager (Full Time)

We are looking for a dynamic, enthusiastic individual to join the College and make a positive difference to the teaching and learning of young people. The successful candidate will work with the Director of Studies to ensure the successful delivery of all aspects of academic assessment within the College.

This post offers the opportunity to show outstanding organisational and analytical skills while building strong relationships with the Senior Leadership Team (SLT), teaching and administrative staff. This role will therefore suit someone that enjoys logistics and has a keen eye for detail although prior experience of assessment data is not essential.

Main Purpose of the Job:

- Completing all the administration required for students to sit their public and internal examinations.
- Disseminating information to, and answering enquiries from staff, students and parents/carers regarding all aspects of the examinations cycle.
- Collation and analysis of public examination results, internal assessments and value added data for all students to provide reports to management as required.
- Maintaining student records in the Management Information System including attendance data.
- Collating information regarding Special Educational Needs, and making applications for Access Arrangements and Special Consideration.
- Providing occasional administrative support to the Main Office and Management Team. Some flexibility in working hours during examination periods is desirable.



Job Description

1. Maintaining, monitoring and reporting on student assessment and attendance data in the College Management Information System.
2. Co-ordinating all logistics to deliver the College's regular testing and internal examination programme including the rooming and invigilation. (Timetabling is completed by the Education Co-ordinator).
3. Maintaining the assessment year calendar.
4. Disseminating information, answering enquiries and dealing with any complaints regarding external examinations with staff, students and parents/carers in liaison with the Director of Studies.
5. Collating and submitting entries for external examinations to Awarding Bodies.
6. Providing an examination timetable including the resolution of clashes.
7. Briefing candidates on examination regulations and producing written guidelines for staff and students.
8. Managing the daily running of external and internal examinations.
 - Organising and providing secure custody of examination stationery and materials
 - Ensuring rooms are in an appropriate state of readiness before the start of each examination.
 - Collecting and dispatching completed scripts.
 - Arranging invigilation, including briefing and training invigilators
9. Being available during the College enrolment period (from Monday preceding A-level results, to the start of September) to:
 - oversee the distribution of results to candidates and staff ,
 - manage all Post Result Services requests
 - liaise with Universities as required
 - collate the examination history of newly enrolled students

Please note that no annual leave will be permitted between mid-August and the start of the September term in any year.

10. Overseeing the checking and distribution of certificates.
11. Liaising with the Bursar on all matters relating to examination fees.
12. Liaising with Ofqual, “The Exams Office” and Joint Council for Qualifications; attending awarding body and other INSET training meetings, etc. to ensure compliance with the latest regulations for external examinations.
13. Administering applications for Access Arrangements, including liaising with the SEND Coordinator.
 - Acting as secretary to the College’s Accessibility Committee
 - Develop an administrative infrastructure to maintain the learning support register.
 - Collect, interpret and disseminate specialist assessment data gathered on students and use to inform provision.
 - Liaise with other schools & colleges to ensure continuity of support when transferring students with SEND
14. Managing the Learning Support and Educational Psychologist’s diaries and any follow up actions resulting from these meetings.
15. Any other reasonable duties as commensurate with the grading of the post for example
 - Providing administrative support to all College events and meetings (occasional evening working may be required)
 - Providing administrative support to the College’s leadership team, teachers and other members of staff.
 - Providing support with marketing material and data management
 - Providing occasional cover for other administrative functions

Ensuring the safety and well-being of students at the College by adhering to and complying with the College’s Safeguarding and Child Protection Policy at all times.

Staff Meetings

Participate in meetings at the College which relate to the curriculum for the College, the administration or organisation of the College. These include:

- General staff meetings
- Accessibility Committee meetings
- Relevant meetings with Senior Management team
- Review meetings at occasional times to review College systems and procedures.

Person Specification

Essential	Desirable
Availability for work in the latter half of August each year.	Previous experience of working in a school environment and particularly in an examination, or closely related, role.
Demonstrable ability to operate various software packages and information technology systems including online data exchange and database systems.	Working knowledge of the UK examination system.
Good communication skills, for effective interaction with students, colleagues, external educational agencies and parents.	Good knowledge and understanding of the external examinations systems and the associated Joint Council for Qualifications regulations.
Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.	Knowledge and understanding educational management information systems.
Ability to work on own initiative, organise and prioritise workload effectively.	Knowledge and understanding of Equality issues and their application to examination Access Arrangements.
Ability to work well under pressure and to adapt to changing workload demands.	
Ability to respect confidential information and address sensitive issues in a professional manner.	
Personal commitment to continuous self-development and enhancement of the service provided by the Examinations Office.	
Be willing to consent to and apply for an enhanced disclosure to a DBS check.	



Further Details

Start Date: September 2018 or earlier if possible.

Remuneration Package

£23,000 to £33,000 per annum dependent on qualifications and experience.

Application Process

Letters of application, along with a completed application form (available to download from TES), a Curriculum Vitae and the names and addresses of two referees should be received no later than 9am on **Wednesday 18th April 2018**.

Applications should be made to the Principal's PA, Miss Lisa Guppy via:
lguppy@bramptoncollege.com

The College may choose to interview prior to the closing deadline, so early applications are strongly encouraged.

It is anticipated that short-listed candidates will be invited to interview in the week commencing 23rd April.

Brampton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers, as appropriate, are required to undergo an enhanced DBS check.