

# JOB DESCRIPTION

**Post**: Exams Officer & Tracking Assistant (Academic data) **Date of Issue**: July 2018

[JOB SHARE will be considered for this role]

Wellingborough School was established in 1595 and is today an independent co- educational day school serving Northamptonshire, and adjacent parts of Bedfordshire, Buckinghamshire and Leicestershire. The School is a co-educational independent day School, comprising of three elements, namely Pre-Preparatory (Age 3 – 8), Preparatory (Age 8 – 13) and Senior (Age 13 – 18). The School enjoys a strong academic tradition, which it is determined to maintain, combined with its extensive co-curricular programme.

**Hours of work: Monday to Friday**, term time plus additional weeks during peak times.

Working total of **1,400 hours per annum** (over academic year: 1st September to 31st August).

Based on a traditional working pattern of 35 hours per week during term time, with the additional hours completed over the remainder of the year. (See below for specifics)

**Salary: £19,600 to £23,520 (FTE £24,375 to £29,250) dependent on skills and experience, (inclusive of holiday pay entitlement)**

**Reporting to:** The Senior School Deputy Head (Academic).

The nature of the job is such that a flexible working day is essential.  There are periods of the year, when routine work is being completed, when it is possible to work a 7-hour day, on which this position is based.  However, during examination periods it may be that it is necessary for the Examinations’ Officer to be at School well before the start of the School Day at 7.45 am and it is equally likely that they may not have completed the tasks necessary until after the end of the School Day at 4.10 pm.  It is expected that, in agreement with the Deputy Head, Academic, the overall time worked is averaged to 35 hours per week.

The Examinations Officer role is term time, 36 weeks [including INSET days] plus an additional 4 weeks out of term time. This must include up to 2 weeks around public examination results release, with specific dates to be agreed with the Deputy Head, Academic (these are typically in the 3rd and 4th week of August).  In addition, Scholarship Examinations are taken on 2 consecutive Saturdays in January of each year and the Examinations’ Officer is expected to be on site to invigilate the examinations and help with the smooth running of the day.

**Relationships:**

Establish excellent working relationships with all stakeholders, to include:

* Senior School management, teaching and support staff.
* Point of contact for Awarding Bodies.
* Close working with Heads of Departments.
* Close working with other member of the Exam Office, Learning Development and Invigilation team.
* Key support staff who are required to help with the delivery of examinations – Estates, I.T., Marketing and Admissions Officer.
* Pupils/parents with customer focussed approach.

**General:**

The Exams Officer is required to ensure that examinations and assessments are managed, administered and delivered smoothly and effectively. The delivery of public exams must be such that it meets JCQ/awarding body regulations. It is essential that pupils feel safe and well prepared for exams so that they can perform to the best of their abilities, and the Exams Officer plays in key role in ensuring that the exam experience avoids any additional stress/incidences.

This business critical role requires a professional, well organised member of staff with outstanding project management skills who is able to work under pressure whilst maintaining high standards. The post holder must be able to plan to a high level of detail and establish excellent working relationships with numerous members of staff (at all levels).

The reporting/analysis side of the job requires the post holder to collate and analyse key pupil performance data, identify trends and present to end users in an understandable, practical manner; additionally, follow through on findings and make recommendations. Again, strong working relationships need to be fostered especially with House Tutors and Heads of Departments, so that everyone is informed and working towards the end goal of securing the best possible final exam outcomes for pupils.

**Duties & responsibilities:**

**Managing Examinations and Assessments**

Public examinations (for each exam series i.e. November, January and Summer)

* Liaise with Heads of Departments (HoDs) to collect information on specifications being taught and relevant unit codes.
* Advise relevant Awarding Bodies of the School’s intention to enter pupils for relevant exam series.
* Submit estimated entries to Awarding Bodies to meet their deadlines.
* Create central School timetable and publish to inform pupils, parents and School staff.
* Liaise with Heads of Departments to collect information about pupils’ entries, create entries within Progresso and obtain Head of Department approval prior to submission to Awarding Bodies.
* Liaise with parents/pupils regarding queries and any additional entries.
* Deal with entries from private candidates (if any).
* Release mailing to pupils to include their statement of entry and timetable, relevant JCQ documents, key information about the general exam arrangements and exam fees. Co-ordinate any required changes to entries (keeping HoDs informed) or changes to pupil’s details (keeping Admissions Officer informed).
* Submit entries to Awarding Bodies to meet their deadlines and check entry reports for accuracy and error warnings.
* Submit Forecast grades to the Awarding Bodies (where relevant).
* Undertake detailed planning for each individual exam session to include room booking, invigilation cover, arrangements for pupils with exam access arrangement etc.
* Resolve any exam clashes and communicate new arrangements to relevant pupils.
* Ensure key internal staff are briefed, session planners documenting arrangements are up to date and that relevant pupils are aware of any specific arrangements.
* Prior to Summer exams, deliver Assembly alongside Deputy Head (Academic) to all pupils entered for an exam to ensure they are fully aware of what to expect in terms of exam room conduct required to meet JCQ regulations, and fully prepared regarding arrangements in order to minimise exam related anxiety.
* Liaise with HoDs and co-ordinate the submission of centre assessed marks to Awarding Bodies (and moderation sample) to meet their deadlines.
* Communicate centre assessed marks to relevant pupils prior to submission to allow for any appeals to take place.
* Maintain log of exam materials received from Awarding Bodies to comply with JCQ requirements. Check all exam paper deliveries against entries and store securely.
* Maintain exam room supply boxes and Invigilator satellite packs to include items that are required to run an exam.
* Ensure each exam session has the required documents collated into a session pack ready for handover to invigilation team – to include seating plan, register, candidate desk cards, any specific pupil requirements.
* Co-ordinate with relevant support departments e.g. IT, Estates, catering to ensure all parties are aware of requirements and exam implementation is smooth.
* Prepare any modified papers in line with JCQ regulations for relevant pupils.
* Support start of each exam session to ensure invigilation team are fully equipped and briefed, but also to ensure all pupils feel safe and well looked after. Additionally, ensure that all JCQ regulations are complied with.
* When an exam is running, to be on call for invigilation team so they are fully supported and any developing problems are minimised. Ensure required invigilation ratios are kept in place and pupils are properly supervised if they have a rescheduled exam.
* Liaise with Deputy Head (Academic) in the event of any incidents or possible malpractice.
* Prepare exam scripts for despatch and book any courier collections if required, then handover scripts to Reception for collection. At all times the security of the exam papers and pupil scripts must be maintained in line with JCQ regulations.
* Deal with requests for special consideration, liaising the Deputy Head (Pastoral) to gain the relevant supporting evidence.
* Prepare for Results Day, communicating arrangements to key staff and pupils/parents.
* On restrictive Results Day, prepare relevant documents for key stakeholders i.e. pupils, SLT, Governors, HoDs and staff.
* On Results Day, communicate results to all relevant stakeholders and provide assistance as required to ensure pupils in particular have all the information they need. Additionally, update external bodies such as ISI with exam result information to meet their deadlines.
* Following Results Day, continue to support pupils/staff with enquiries about results (e.g. access to scripts and requests for review of marking). To include submitting requests to the Awarding Body, maintaining record of requests and related costs, collecting payment and forwarding to the Finance Officer, communicating outcome to pupil/HoD, watching for trends in mark changes and advising relevant HoD.
* Distribute exam certificates, keeping a log of how certificates were sent for future reference.
* Completed Department of Education table checking exercise to meet their deadline.
* Complete internal Departmental Review tables with exam results, updating as and when grade changes are received.
* Support HoDs by servicing their requests for past papers, mark schemes and queries about the administration of specifications.
* Keep exam section of the School website and internal P:drive up to date with relevant information.
* Support departments, such as Art and MFL, with their exam arrangements e.g. booking rooms and Invigilators for speaking exams.
* Given key nature of area of work and in case of absence from School, keep Deputy Head (Academic) up to date at each milestone of the exam cycle.

Undertake similar procedure for other public exams e.g. ALIS, CATs, university admission tests.

Internal Exams (held in Senior Hall)

* Liaise with HoDs to establish exam needs and create timetable.
* Undertake detailed planning for each exam session, factoring in the needs of each exam and of any pupils with an access arrangement.
* Issue timetable to pupils and notify House/ teaching/support staff of the relevant arrangements.
* Book rooms and create an invigilation rota.
* Prepare session pack for each exam session to including session planner, exam papers, modified papers, seating plan, candidate cards, any special arrangements and registers.
* Oversee delivery of the actual exams and support pupils/parents as required.

Scholarship exams/ Entrance tests

* Liaise with the Admissions Officer regarding entrants, papers they are being entered for and agree a timing plan.
* Undertake relevant planning and organise delivery of the tests.
* Help to look after the pupils whilst on site to ensure they feel welcome and safe.
* Collate marks and organise marker’s meeting.
* Manage the ‘life’ of each scholarship paper, liaising with relevant HoDs to request an updated version as required. Co-ordinate the upload of sample papers onto the School’s website.

Other assessments (run by teaching staff)

* Liaise with teaching staff to ensure that access arrangements are implemented for all pupils eligible for them. Book rooms and invigilators as required. Supply laptops and support start of any assessment where a computer reader is being used by a pupil.

**JCQ Regulations & related policies**

* Keep Head of Centre, Deputy Head (Academic) and other key personnel abreast of latest JCQ regulations and any updates.
* Ensure School has relevant policies in place and write new ones/update as required.
* Communicate availability and location of JCQ documents/School policies to staff, pupils and parents.
* Attend annual Exam Office conference to gain new knowledge through networking with other Exam Officers.

**Supporting Exam Access Arrangements**

* Work closely with Head of Learning Development to understand relevant pupil’s exam access arrangement and then then ensure it is implemented within the exam room.
* Promote the arrangement becoming their normal way of working by encouraging relevant teachers to implement at all ‘trackable’ assessment points.
* Support Head of Learning Development by gaining feedback from invigilators and evidence of how the pupil used their access arrangement.
* For pupils with an access arrangement, maintain individual file ready for JCQ inspection, to include required formal documents and evidence of normal way of working.

**Budget**

* Reconcile and approve Awarding Body invoices relating to exam costs. Maintain records of charges and arrange for costs to be cross charged to pupil bills/departments.
* Check and approve Invigilator timesheets. Maintain records of proportion of spend allocated to pupils requiring invigilation due to an exam access arrangement.
* Check and approve invoices relating to exam office expenditure.

**Line Management**

Invigilation Team

* Lead, train and manage the Invigilation team to maintain a cohesive team ready to support the delivery of exams and look after pupils’ needs.
* Recruit new members to the team as required.
* Prepare and deliver a bi-annual training program to maintain high invigilation standards and ensure compliance within the exam room of JCQ regulations.

Exam Office Assistant

* Daily management of Assistant to ensure department’s objectives and responsibilities are met.

**UCAS applications**

* At the request of Head of Sixth Form, check the accuracy of qualifications recorded on pupil’s UCAS application form.

**Enquiries from leavers**

* Assist Admissions Officer with enquiries from leavers/recruitment firms about exam results.

**Reporting of pupil performance data/information for staff/external bodies**

* Collate, analyse and present a summary of each cohorts’ performance at each academic assessment point to inform Senior School staff.
* Provide in-depth analysis of final exam results.
* Create dashboard showing key indicators for each year group and update after each academic assessment point to inform Senior School staff.
* Assist in the preparation of reports for the Education Committee.
* Respond to ad hoc requests for data reporting/analysis from Deputy Head (Academic), HoDs, Head of Learning Support.
* Circulate CAT and ALIS baseline data to staff with relevant analysis.
* Calculate GCSE value added after final exam results are known, providing detailed information by subject and ability profile.
* Prepare pupil profile booklets (Year 9 & Lower Sixth), to include key academic data to inform House Tutors and support their knowledge of individual tutees.
* Update Departmental Review documents with the latest public examination results.
* Respond to requests for exam related information from external bodies e.g. HMRC, ISI, ISC, D of E.

**Tracking of pupils’ performance**

* Steward the Senior School’s Tracking process and the associated reports/communication, making recommendations on how to develop it to ensure it is fit for purpose.
* Analyse individual’s performance at each academic assessment point against their Target grade and identify pupils who are a cause for concern.
* Support pastoral staff with the provision of performance data to inform their conversations with tutees.
* Monitor outcomes of each assessment point at pupil and subject level and inform Deputy Head (Academic) of any trends.
* Place ‘under performing’ pupils on the Tracking List, raise relevant documents and follow through with Tutors to help bring about improvement/understanding of any underlying problems.
* Provide Deputy Head (Academic) with analysis of departments’ target setting (as compared to Predicted grades).
* Update School’s grade Flight paths after each set of public exam results to aid teachers with pupil Target grade setting.
* Assist Head of Sixth Form with sourcing any academic performance data required.
* Promote provision, awareness and use of academic data by Senior School staff to support pupils’ progress and final exam outcome.

**Academic Planning/Communication**

* Assist Deputy Head (Academic) with the planning of the academic calendar.
* Assist Deputy Head (Academic) with preparation of the annual Academic Handbook to include information to aid teaching staff plan for the year ahead.
* Assist in the creation of documents and presentations to help communicate the work of the Deputy Head (Academic)’s office. To include assisting with presentations at Inset Days/HoDs meetings when required.
* Work alongside the Administration Assistant and Data Manager, to ensure Progresso templates are correct and available to staff as required.

**Revision of Job Description**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

## Safeguarding

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the school s/he must report any concerns to the school’s Designated Safeguarding Person(s) or to the Headmaster/Headmistress.

**Applications**

The application form should be returned together with a covering letter, in which the applicant should explain what s/he can offer to the post. Applications by e-mail are welcome.Please send them for the attention of Mrs Karen Harrison, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **7th September 2018.**

**Interviews will take place week beginning 10th September 2018**