

# Examinations Officer

<b>Pay Range</b>	<b>Band F</b>
<b>Responsible for:</b>	<b>Examination Invigilators</b>
<b>Responsible to:</b>	<b>Vice Principal/Assistant Vice Principal</b>

## Main Purpose of Post

- To lead and manage, under the direction of the Vice Principal, the co-ordination, administration and organisation of internal and external examinations across the Academy.
- To contribute to the planning of internal and external assessment/examination procedures, keeping abreast of regulations and guidelines stipulated by the Joint Council for Qualifications (JCQ) and examination awarding bodies and ensuring that these are communicated effectively to Academy leaders.
- To provide professional leadership and management of the Examination Invigilators in the Academy, ensuring the delivery of a high quality examination support service.

## Part A: Specific Information for the Post

### Leading Trust/Academy Business Functions

- To manage potential examination clashes to ensure students have access to the full entitlement of examinations.
- To be responsible for the security of exam papers, documentation and relevant certification.
- To retrieve costs of examinations entry from absentees in line with the Trust Policy.
- To be proactive in data management with regard to examinations and controlled assessment.
- To liaise regularly with key leaders to ensure the planning and preparation for internal and external examinations and assessment are scheduled across the academic year and across the Academies.
- To liaise with Academy Senior and Middle Leaders to secure the efficient process of examination entries, remarks, examination enquiries, requests for scripts and relevant documentation and provide the necessary quality assurance.
- To manage the examinations and assessment databases and keep up to date with skills and abilities to use and apply the latest technology to the specific line of work.
- To liaise with Academy leaders to ensure all Centre Reviews are undertaken effectively in accordance with examination guidelines and protocols.
- To make effective use of SIMS and IT systems to maintain electronic records and analysis of examination entries and student outcomes.
- To maintain resource and environmental management in order to present secure and appropriate accommodation for examinations (and to meet the needs of those with special requirements) and storage of scripts/papers.
- To proactively manage risk in terms of examination policy and procedures.
- To create relevant documentation, guidance on protocols for staff, students and parents/carers and ensure these are consistently made available within the Academy.
- To work with teaching staff, Middle Leaders, SEND teams and Inclusion staff to oversee the robust and efficient internal and external examination series, to respond to staff requests for information and ensuring all stakeholders fulfil their areas of responsibility in executing the examination process.

# Examinations Officer

- To ensure Access Arrangements and Reasonable Adjustments are in place, liaising with the key personnel responsible for this.
- To keep the Head of Centre up to date in any change of regulations within the JCQ guidelines and ensure this is shared across the Academy.
- To undertake high quality and forensic quality assurance in matters relating to the administration of examinations and assessments.
- To produce, in liaison with the Secondary Data Manager and Senior Leaders, solutions and contingency plans which cover all aspects of examination administration.
- To secure plans to assist an awarding body/JCQ Centre Inspection.
- To set clear procedures and protocols for communicating and issuing examination timetables and examination results.
- To create examination timetables and seating plans.

## ***Leading the Exams Team***

- To liaise with HR to maintain a resource bank of Invigilators, as well as ensuring adequate training and line management.
- To support the Assessment team, as appropriate when time allows and in periods of greatest need, to prepare data sets for sharing with stakeholders.
- To model effective standards and expectations with Invigilators and insist on securing the integrity of the exam process, set and insist on the highest standards of expectations and protocols and enabling young people the best opportunity of success.
- To set clear standards of performance for a team of Lead Invigilators and Invigilators – co-ordinating recruitment, training and managing their performance.
- To co-ordinate the management of the examination results procedures and process.
- To produce plans for managing the scheduling of the Invigilation team to cover trial and external examinations – securing timesheets and managing resource.
- To brief students on examination procedures and communicate effectively regarding examinations.

## ***Other considerations***

- To work from an identified MLT Office location.
- To work with flexibility, travelling to Academies and other locations in the course of undertaking duties.
- To work outside contract hours if required in order to meet the needs of the role.
- To undertake any other duties and reasonable requests that are in keeping with the nature of this post.

## Part B: Supplementary Information

### ***Standards and Expectations***

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

### **Key Areas of Responsibility:**

#### ***Securing Policies and Compliance***

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

#### ***Leading People and Managing Performance***

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

#### ***Engagement with Stakeholders***

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.