



**Assessment, Data and Examinations
Officer**
Full-time, whole time or term time



Advertisement

Job Title: Assessment, Data and Examinations Officer

Grade: 5 (SCP 18-22)
Full time (37 hours) – whole time or term time (if term time, 15 consecutive days will be worked during the latter part of the summer holidays and be recompensed with TOIL).

Start Date: 1st March 2018 (or sooner if possible)

This is an exciting time to work at Durham Sixth Form Centre; we are an oversubscribed post-16 institution; our results are significantly above National Averages; we are expanding our premises; we have gained external recognition and national awards for our work.

We know that the very best way to provide outstanding education is to ensure our staff are outstanding. With this in mind we wish to appoint an enthusiastic and ambitious Assessment, Data and Examinations Officer who has the drive, intellect and motivation to work alongside the Human Resources and Data Manager in realising the ambitions for the school. The position will include:

1. The opportunity to gain new skills and qualifications whilst working in the role as part of a professional development programme.
2. The opportunity to be part of an established forward thinking team working in a post-16 context.

The successful candidate will develop a range of skills whilst providing support to the Humans Resources and Data Manager; develop organisational skills; develop effective communicational skills with a wide range of stakeholders including staff, students and parents; develop the use of information technology (Microsoft Office and Google Apps) whilst learning how to use internal information management systems (SIMS) and be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

The job description, person specification and application form are available from the Human Resources and Data Manager– Katie O'Reilly. Applicants should submit a short letter that details why they are interested in applying for the role and how their skills would meet the needs of the post. The closing date for applications is **Friday 19th January 2018 at 12.00pm**. The provisional interview date is Thursday 25th January 2018.

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

Thank you for your interest in the advertised post. I hope the following information gives you a current summarised insight into our school.

Durham Sixth Form Centre is the largest post-16 school in the North East of England (and 1 of 4 nationally), with 1,263 students on roll (census Nov 2017). We are situated in the middle of Durham City Centre, a couple of minutes walk from both the bus and railway stations. Students this year have enrolled from 68 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1st and 2nd March 2017 and are delighted with the outcome. We are an Outstanding post-16 school. Our students have an excellent record of success; they work hard to achieve it.

- Our A level results are above the national average and in the top 12% of schools in England (2017 performance tables).
- Students' grades and points for A level are above both the County Durham average and national average
- Students' points and grades for their best 3 A levels are also above the national average.
- Our Applied General results (broad vocational qualifications) are above the national average and in the top third of schools in England (2017 performance tables).
- Students' grades and points for Applied General are well above the County Durham average and national average.
- Our Tech Level (occupational qualifications) grades and points are well above the County Durham average and national average.

Most of our students continue their studies at university, some take up employment or apprenticeships; others stay with us into Year 14 where we run some Level 4 courses. Our award-winning Careers Information Advice and Guidance team support our students into higher education, employment or their chosen future pathways.

In 2013 we celebrated our Centenary year. We are housed in a 1913 former Girls' Grammar School which was converted to Sixth Form accommodation in 1983. In addition to the original building there is now a Science Block; a 210 seated Theatre; our Hunter Resource Centre; Visual Arts Centre and Freemans Quay Leisure Centre. We have plans in place to continue to develop our school buildings over this academic year.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People and Governor Mark. Our recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence.' We operate according to values which we feel help to determine the culture, ethos and atmosphere. We value:

- high quality, inspirational teaching and learning;
- excellent support, care and guidance;
- personal and professional integrity;
- ambition and progress for our students, our communities and ourselves.

If you are energetic, passionate and ambitious and are dedicated to further improvement at Durham Sixth Form Centre and have the skills and aptitude required for the role then I would welcome your application and look forward to hearing from you.

Ellen Beveridge
Headteacher
January 2018

We seek the following in our support staff and have identified for you where the essential and desirable criteria are in our Person Specification, we anticipate gaining the information.

	Person Specification	Essential	Desirable
	Five GCSE's Grade C/4 or above including English and Maths	✓	
	Any other Level 3/4 qualification.		✓
	Understanding of computer systems and competency in Office Applications e.g. MS Word/Excel and other packages.	✓	
	Good literacy, numeracy and ICT skills.	✓	
	Previous administrative experience and knowledge of clerical systems and procedures.	✓	
	Ability to gather information, analyse, interpret and solve problems.		✓
	Ability to organise own work with minimal supervision whilst meeting school calendar deadlines.	✓	
	Ability to work as part of a team.	✓	
	Good interpersonal and relationship building skills.	✓	
	Ability of work to a high degree of accuracy with attention to detail.	✓	
	Ability to communicate both orally and in writing.	✓	
	Flexibility, willingness and motivation to expand knowledge and experience.	✓	
	Exemplary health and attendance.	✓	
	Committed to working in an inclusive school in support of the values, vision, purpose and direction.	✓	
	First aid training qualification.		✓

ASSESSMENT, DATA AND EXAMINATIONS OFFICER

Name:

Job Evaluation Ref: N6207

Grade: 5 (SCP 18-22)

Hours: Full time (37 hours) – whole time or term time (if term time, 15 consecutive days will be worked during the latter part of the summer holidays and be recompensed with TOIL)

Responsible to: Katie O'Reilly, Human Resources and Data Manager

Appraisal: Katie O'Reilly

Brief: To manage and monitor the administrative structures surrounding student assessment which informs the progress, tracking and monitoring of student attainment and achievement across the school.

Focus: To ensure the efficiency and accuracy of the administrative service to all members of staff with regards to assessment/data and to operate with flexibility in supporting other members of the administrative team. Where appropriate undertake daily administrative tasks as directed by the Human Resources and Data Manager and to support the Examinations and Returns Manager.

Summary of the Key Areas of Responsibility:

1. To oversee, review and evaluate the collection and analysis of assessment data.
2. To oversee, review and evaluate the recording and reporting of assessment data to parents/guardians.
3. To develop the use of SIMS Assessment Manager and Exams Organiser with relevant stakeholders under the guidance of the Human Resources and Data Manager and the Examination and Returns Manager.
4. To generate and monitor Key Stage 5 targets following the calculation of Key Stage 4 prior attainment scores.
5. To develop the use of assessment/results data with middle leaders, particularly Leaders of Learning Pastoral and Faculty/Department Leaders and to accurately input all data in to the relevant school documentation.
6. To provide administrative support on all aspects relating to examination procedures, including liaison with students, parents, staff, invigilators, examining bodies and SLT.

Key Areas of Responsibility	Brief Outline
1. To oversee, review and evaluate the collection and analysis of assessment data.	<ul style="list-style-type: none"> - To be responsible for the upkeep, modification and preparation of existing marksheets in SIMS prior to assessment data collections as identified in the school calendar. - To communicate with staff as appropriate with reference to data input, collection and output. - To advise staff on how to input and retrieve data from the school's information management system. - To oversee attainment and value added analysis and to provide feedback to the appropriate member of the school's Senior Leadership Team. - To alert the Human Resources Manager and/or Faculty Leaders to issues surrounding data input and retrieval. - To evaluate and inform the assessment process.
2. To oversee, review and evaluate the recording and reporting of assessment data to parents/guardians.	<ul style="list-style-type: none"> - To be responsible for the preparation and production of student assessment reports and student progress indicator letters as identified in the assessment calendar. - To be responsible for the preparation and production of student mock exam results as identified in the assessment calendar. - To create draft reports for checking/approval.

	<ul style="list-style-type: none"> - To ensure report errors are corrected and final reports are produced according to the assessment calendar deadlines.
<p>3. To develop the use of SIMS Assessment Manager and Exams Organiser with relevant stakeholders under the guidance of the Humans Resources and Data Manager and the Examination and Returns Manager.</p>	<ul style="list-style-type: none"> - To develop a full working knowledge of 'Assessment Manager' within SIMS software. - To be responsible for the creation and maintenance of 'Marksheets', 'Aspects', 'Reports', 'Grade Sets' 'Result Sets' and Formula Calculations. - To develop a full working knowledge of SIMS Exams Organiser software to support the Examinations and Returns Manager in examinations management duties. - To identify any hardware or software problems and liaise with either relevant members of the internal IT team, staff or seek support from the Local Authority through contact with ICT Services. - To attend relevant training sessions and become involved in supporting staff in new methodology or techniques.
<p>4. To generate and monitor Key Stage 5 targets following the calculation of Key Stage 4 prior attainment scores.</p>	<ul style="list-style-type: none"> - To support the administration team throughout student enrolment procedures, including the production of KS4 prior attainment scores. - To correctly import KS5 targets and KS4 prior attainment scores in to SIMS. - To oversee target setting in relation to student curriculums and to amend accordingly following any curriculum changes. - To update data where necessary following KS4 exam remarks.
<p>5. To develop the use of assessment/results data with middle leaders, particularly Leaders of Learning Pastoral and Faculty/Department Leaders and to accurately input all data in to the relevant school documentation.</p>	<ul style="list-style-type: none"> - To use Excel and SIMS Assessment Manager to record, process, update and present student assessment/results data. - To update all relevant school documentation following data collection periods, including Subject/Pastoral/Group Improvement Plans and Subject/Pastoral/Group Self-Assessments. - To be responsible for the integrity, accuracy and high reliability of student assessment/results data held electronically. - To contribute towards any future development of assessment reporting and policies which supports school improvement.
<p>6. To provide administrative support on all aspects relating to examination procedures, including liaison with students, parents, staff, invigilators, examining bodies and SLT.</p>	<ul style="list-style-type: none"> - To assist the Examinations and Returns Manager in maintaining and ensuring the smooth running of examination office. - To provide support with processing examination entries and registrations in accordance with awarding body regulations. - To provide administrative duties in the preparation for internal (mock), external examinations and controlled assessments. - To prepare reports based on student achievements and examination results, to analyse, check, validate data and to update all relevant school documentation. - To administer requests for grade reviews, re-marking and return of scripts and checking of invoices relating to examinations in collaboration with the school finance team. - To receive, check and distribute examination results and qualification certificates. - To provide any other clerical and administrative duties as required by the Examinations and Returns Manager.
<p>7. In addition</p>	<ul style="list-style-type: none"> - To assist with the general administration provision in school under the direction of the Human Resources and Data Manager and/or the Headteacher. - To undertake any training relevant to the post. - To ensure the work area is of a good housekeeping standard at all times. - To work effectively as part of an administrative team and to support colleagues on an ad hoc basis in times of need. - To undertake any additional task that is appropriate to scale through discussion with the Human Resources and Data Manager or Headteacher.
<p>8. Modelling</p>	<ul style="list-style-type: none"> - To model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement. - To help build, communicate and implement a shared vision. - To role model and actively promote high expectations for all members of the School community through your role within the structure. - To contribute to the efficient management of School routines. - To be an appraisal team member in line with School policy. - To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.

9. Training/Qualifications	<ul style="list-style-type: none"> - The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Headteacher. - Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.
10. Annual Leave	<ul style="list-style-type: none"> - Annual leave entitlement will be in accordance with the Local Collective Agreement 2012. - All leave must be approved by the Headteacher. - To enable the school to be closed during Christmas and New Year, employees are required to set aside 3 days leave to cover this period.
Additional Hours	<ul style="list-style-type: none"> - In the event where the Headteacher requires additional hours to be worked over and above the contractual hours of 37 per week, time off in lieu (TOIL) will be given at flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Headteacher.

Day	Hours	Total Hours	Includes unpaid lunch break	Total hours worked
Monday	9.00am-5.00pm	8 hours	30 mins	7 hours 30 mins
Tuesday	9.00am-5.00pm	8 hours	30 mins	7 hours 30 mins
Wednesday	9.00am-5.00pm	8 hours	30 mins	7 hours 30 mins
Thursday	9.00am-5.00pm	8 hours	30 mins	7 hours 30 mins
Friday	9.00am-4.30pm	7.5 hours	30 mins	7 hours
				37 hours

I have read and understand this job description and will carry out my duties accordingly and understand that is a working document that can be discussed, negotiated and changed at the agreement of both named parties’.

Signed: _____

Date: _____

Member of staff

Signed: _____

Date: _____

Human Resources and Data Manager on behalf of the School

Date for review: _____

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Start Date: 1st March 2018 (or sooner if possible)

Should you decide to apply for the vacancy then please submit a short letter that details:

1. Why you are interested in applying for the role.
2. How your skills would meet the needs of the post.

The letter of application should be no more than two sides of A4.

Completed applications must be received by 12.00pm on **Friday 19th January 2018** and addressed to:

Katie O'Reilly
Human Resources and Data Manager
Durham Sixth Form Centre
Providence Row
The Sands
Durham City
DH1 1SG

or

emailed to:

katie.oreilly@durhamsixthformcentre.org.uk entitled - Application for 'Assessment, Data and Examinations Officer'.

Interviews are provisionally scheduled to take place on **Thursday 25th January 2018**.

Durham Sixth Form Centre:

- is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- is an equal opportunity employer.
- is a Local Authority Maintained school.
- operates a strict no-smoking policy.