



Whitcliffe Mount

*"A good school"*

Ofsted 2013

Behaviour & Safety of Pupils:	Good	✓
Leadership & Management:	Good	✓
Achievement of Pupils:	Good	✓
Quality of Teaching:	Good	✓

*"A welcoming environment that promotes learning"*

*"Sustained upward trend in achievement and progress"*



Scan for  
more info.

01274 851152  
Twitter: @WMount  
[www.whitcliffemount.co.uk](http://www.whitcliffemount.co.uk)

## Whitcliffe Mount School



**Data, Assessment and Examinations Assistant**

**Candidate Information Pack**









# Whitcliffe Mount School

Enjoy • Achieve • Celebrate

Headteacher: Miss Jennifer Templar



Green Light Alliance

"A good school ... a welcoming environment which promotes learning." Ofsted 2013

Dear Candidate,

I am delighted that you are considering joining us at Whitcliffe Mount. We are proud of our track record of ensuring our students enjoy their time at school and achieve highly, so that we can celebrate their successes. We are a good and improving school and ensure that students enjoy, achieve and celebrate their time at Whitcliffe Mount. I joined the school as Headteacher in September 2013 and I can honestly say it is a fantastic place to work – staff and students have made me feel extremely welcome!

In December 2013 we were visited by OFSTED who judged us as being good across the board. The Ofsted team spoke very highly of our students who were fantastic ambassadors for Whitcliffe Mount during the inspection and we were proud to receive feedback on our students' excellent behaviour, their active participation in a range of school activities and clubs, the respect they show to others and the welcoming environment. Our students spoke openly with inspectors, explaining they felt safe and happy and that they were making good progress at Whitcliffe Mount. We have always celebrated our students' talents and achievements both academically and socially, but it is nevertheless fantastic to have this endorsed by Ofsted.

Student achievement is rising rapidly in the school. We expect a high standard of achievement, behaviour, attendance, punctuality and appearance from all our students. We believe that Whitcliffe Mount provides the ideal environment for our students to reach their potential in all areas. We also promote excellence in terms of examination results. I am delighted that virtually all our young people achieved 5 GCSE passes at A\*-G in 2016 (99%) with 61% of students achieving the new basics English and Maths measure, alongside this, an amazing 13.5% of students achieved 3 A/A\* grades. Our Progress 8 figure is broadly average at 0 and Attainment 8 is 47.43. Provisional figures for the new GCSE's show a fantastic 55% of our students achieved a good pass in English and Maths.

To ensure our staff are fully supported we have a comprehensive, personalised CPD programme and an excellent induction programme. We are also a strategic partner of the Green Light Teaching School Alliance which offers opportunities for cross school working and further professional development opportunities.

Whitcliffe Mount has a very strong tradition of extracurricular activities and curriculum support activities with particular strengths in both Sport and Performing Arts, where students develop confidence and independent learning skills. OFSTED said 'The development of students' social, moral, spiritual and cultural skills is a strength of the school. This is promoted through students' participation in a wide range of school events, clubs, activities and trips that are timetabled to take place in every week of the school year.'

If you would like to apply for the post of Data, Assessment and Examinations Assistant at Whitcliffe Mount, please complete all the relevant sections of the Kirklees application form. A CV is not required. You should also enclose a letter of application (no longer than two sides) which briefly summarises what particular experience, skills and abilities you can bring to this post and why you would be like to join us on our journey at Whitcliffe Mount.

The deadline for receipt of applications is **Wednesday 18<sup>th</sup> October 2017 at 12.00 noon**. Completed applications should be returned by email to [recruitment@whitcliffemount.co.uk](mailto:recruitment@whitcliffemount.co.uk) or by post to Mrs C Clough, Headteacher's PA.

We look forward to hearing from you.

Yours sincerely,

Jennifer Templar  
Headteacher



### Background information

Whitcliffe Mount School is an 11-16 comprehensive school with a roll of over 1200 with a PAN of 1250; we are oversubscribed in Years 7 & 8. The school is located on a pleasant green-field site on the outskirts of Cleckheaton, a medium-sized town which provides a wide range of reasonably priced housing. Junction 26 of the M62 (Chain Bar) is only one mile away and communications are good. The school is within easy reach of Leeds, Bradford and Huddersfield (all within 30 minutes travelling time) whilst Manchester, the Pennines, Yorkshire Dales and a wide range of countryside can all be reached easily.

The Student Support Team in the school is built around the child. The students are all a member of a form group organised by Year group. Alongside this, the school House system is organised in 5 sections which are grouped vertically through the school and add a competitive element to school life and provide a clear sense of belonging to a specific house.

The school's ethos is based upon a view that all students and staff should ENJOY, ACHIEVE & CELEBRATE at Whitcliffe Mount. We are committed to raising standards of student achievement, but in an environment which sees education as an exciting and enjoyable activity.

We actively encourage young people to develop a range of skills including teamwork, creativity, positive thinking, independence and reflective skills both within the curriculum and in our 'We Are Whitcliffe' and House Activity events. Alongside this we ensure our students develop confidence and responsibility promoting a love of learning and are ready for the wider world of education and work when they leave school.

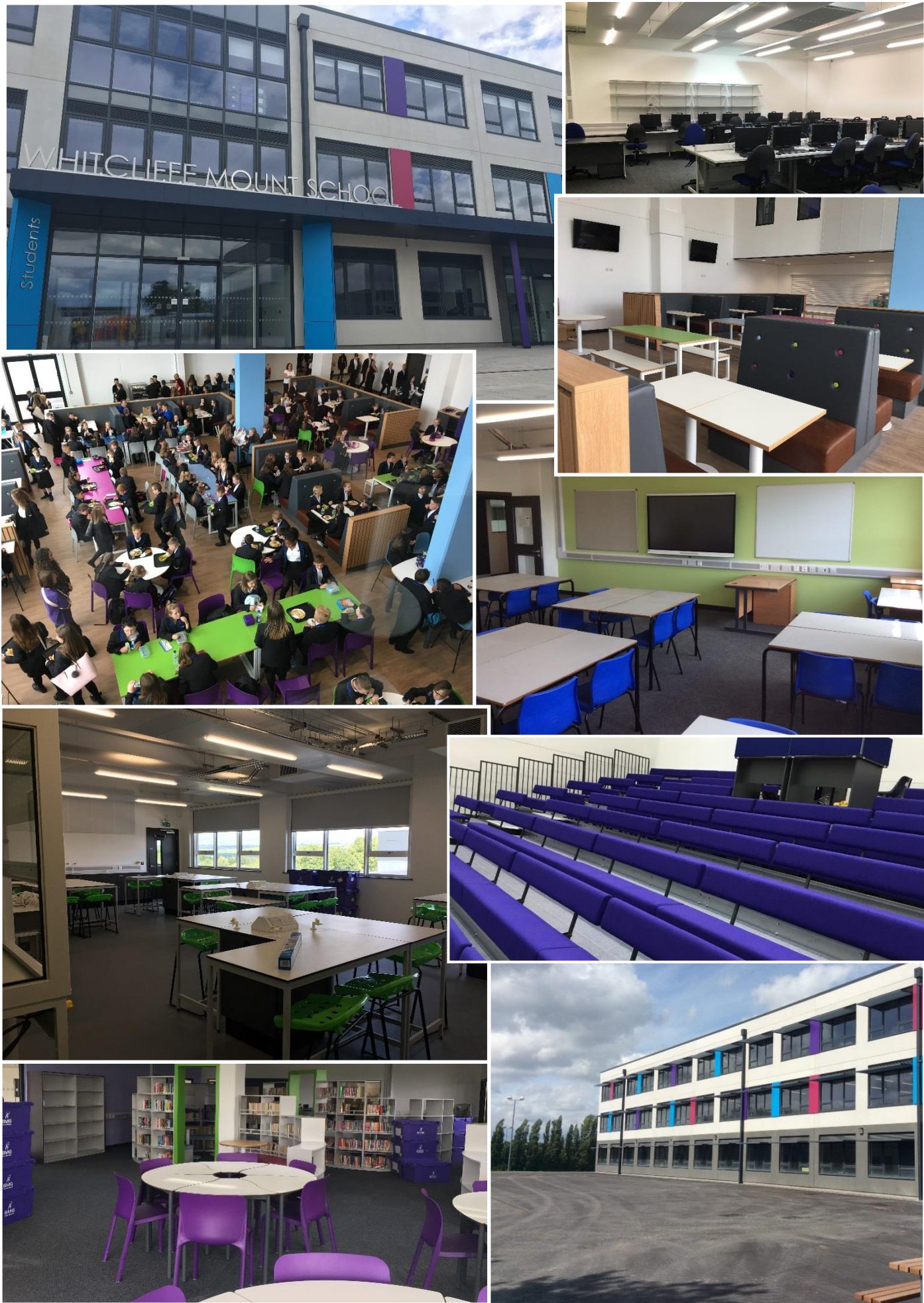
In September 2017, Whitcliffe Mount moved into a brand new school, built under the Priority Schools Building Project. Students and staff have been delighted with the brand new facilities.

Please visit the school website for further information:

[www.whitcliffemount.co.uk](http://www.whitcliffemount.co.uk)



New School



### Curriculum Structure 2017-18

Director of Learning English/Media	Director of Learning Maths/ Computing	Director of Learning Science	Director of Learning ADT	Director of Learning Humanities	Director of Learning SMSC	Director of Learning Performance	Director of Learning MFL	Director of Learning SENCO
<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>
English	Maths Computing	Biology Chemistry Physics	Technology Art	History Geography	Citizenship & Fundamental British Values Pace Y7/8/9 RS Y7/8	Music PE Drama Y8/9	French Spanish	SEN
<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>
English Literature English Language Media	Maths Statistics ICT/Computing	Core Additional Biology Chemistry Physics	Art Child Development Engineering Construction Food	History Geography Sociology	Citizenship Fundamental British Values RS HSC Business PACE/RS Y10	PE Music Audio Production Performing Arts Drama	French Spanish	Employability SEN Step up
<b>Deputy Directors of Learning</b>								
2 x TLR 2b 1 x LP	3 x TLR 2b (2 x maths, 1 x Computing) 1 x LP	2 x TLR 2b 1 x LP 1 x ALP	1 x TLR 2b 1 x TLR 2c (job share)	2 x TLR 2b 1 x LP 1 x ALP	1 x TLR 2b	1 x TLR 2b (second in PE) 1 x TLR 2b (Drama) 1 x TLR 2b (Music)		1 x SEN allowance
<b>HLTA/Faculty ETA (FETA)</b>								
1 x HLTA 1 x FETA	1 x HLTA 1 x FETA	2 x FETA	1 x FETA	2 x FETA	1 x FETA	2 x FETA	1 x FETA	1 x FETA
<b>Technicians</b>								
		2 x Technician	3 x Technician					



## Our Vision

We are on a journey from 'good to great' and our core principles to underpin this are:

- Each student, regardless of ability, background or prior behaviour record, has the right to an outstanding education, care, guidance and support.
- Each member of staff, regardless of position or experience, is a critical player on our journey and needs to be recognised and valued as such.

## Our Ethos

The school's ethos is based upon a view that all students and staff enjoy, achieve and celebrate at Whitcliffe Mount.

This ethos encompasses everything we do.

**Enjoy • Achieve • Celebrate**

## We Are Whitcliffe

We actively encourage our students to develop teamwork, creativity, positive thinking, independence and reflective skills through our 'We Are Whitcliffe' skills and House Activity events

Reflective Learner  
Team Worker  
Responsible Citizen  
Independent Thinker  
Creative Entrepreneur

## The Ofsted Framework

We evaluate our performance as a school using the Ofsted framework as a guide.

The four key judgements are:

The effectiveness of Leadership and Management  
The quality of Teaching, Learning and Assessment  
Personal Development, Behaviour and Welfare  
Outcomes for Pupils



# Whitcliffe Mount School Improvement Plan Headlines - Good to Great - "Inspire to Enjoy, Achieve, Celebrate": Sept 2016-July 2018

	Student Outcomes	Quality of Teaching, Learning and Assessment	Personal Development, Behaviour and Welfare	The Effectiveness of Leadership and Management
<b>VISION</b>	<p><i>"a universal responsibility for the achievement of every child - the needs of all students are met"</i></p> <p><i>"progress which is sustained by all learners"</i></p> <p><i>"no ceiling to achievement"</i></p> <p><i>"opportunities for a wide variety of enrichment for all students"</i></p> <p><i>"culture of celebrating success publicly"</i></p>	<p><i>"a relentless drive to provide high quality teaching that's tailored to meet the needs of all learners"</i></p> <p><i>"challenging and inspiring lessons"</i></p> <p><i>"personalised learning allows students to reach and exceed their potential – building aspirations"</i></p>	<p><i>"Whitcliffe Mount has a positive ethos and learning culture – a thirst for learning and knowledge at all levels and from all stakeholders"</i></p> <p><i>"happy, aspirational well-rounded, confident students"</i></p> <p><i>"a safe, secure and healthy environment where students and staff flourish"</i></p> <p><i>"positive relationships with parents/carers and the wider community to support the school's vision"</i></p> <p><i>"behaviour consistently well managed by all"</i></p>	<p><i>"leadership is ambitious, professional, strategic and inspirational at all levels"</i></p> <ul style="list-style-type: none"> <li><i>- Provides opportunities for staff development at all levels</i></li> <li><i>- Holds others to account</i></li> <li><i>- Praises staff"</i></li> </ul> <p><i>"outstanding relationships are rooted in mutual respect where students and staff are happy, confident and valued"</i></p> <p><i>"a curriculum which is responsive to all students and facilitates post-16 progression"</i></p>
<b>AIMS</b>	<p><b>SO1</b> To reduce our in-school subject variation so that all outcomes are at least good.</p> <p><b>SO2</b> Improve outcomes for boys, in particular most able and disadvantaged.</p>	<p><b>TLA1</b> Embed great assessment practice that supports teaching to meet the needs of students.</p> <p><b>TLA2</b> To continue to develop a culture of self-improvement within teaching and learning.</p>	<p><b>PDBW1</b> Ensure our new Student Support systems meet the needs of students to be ready for the day, ready to learn.</p> <p><b>PDW2</b> Students are able to make informed choices that support their transition through school and beyond.</p>	<p><b>LM1</b> To develop our school practices so that everything we do at Whitcliffe Mount is aligned with the core principles of a growth mindset.</p> <p><b>LM2</b> To continue to develop leaders at all levels, including Governors, ensuring self-evaluation processes are rigorous.</p> <p><b>LM3</b> To ensure we are fully prepared for a smooth transition into our new school building.</p>





## Data, Assessment and Examinations Assistant – Context Sheet

### What will your role be in addition to the duties in the Job Description?

To support the work of the Data, Assessment and Curriculum Manager and Examinations Officer. Assist with all general administrative tasks required to support data and examinations. This will include inputting information, producing routine information, distribution of appropriate documentation, and keeping up to date records and inputting data.

### Responsibilities – Data and Assessment

- Assist with distribution of reports and other paper based information
- Assist with the input of data onto Assessment Manager and Excel
- Assist with converting data files into different formats to enable data to be exported and imported between systems
- Assist with setting up of subject marksheets, reports and templates for new academic year
- Ensure all data is completed for students on entry
- At data collection points, ensure all assessment data is completed correctly and on time by subject teachers
- Use effectively and accurately 4Matrix, SIMS, Excel and various other software packages
- Check reports and return any issues to staff for correction
- Generate ATL (Attitude to Learning) reports at collection points during the year

### Responsibilities - Examinations

- Assist with all examination post and distribute reports, OMR sheets, information, and other paper based information to appropriate staff
- Administration of course work including liaising with external moderators and awarding bodies
- Assist with inputting information onto examinations support systems
- Responsible for administration of requests for exam results from former pupils and preparation and distribution of standardised replies
- Administration of exam certificates
- Produce notices and cards for examinations
- Assist with organisation of Invigilators
- Assist with verification of exam papers received into school i.e. correct courses, tiers and numbers
- Assist with distribution and associated administration of assessment and exam scripts to external markers and to appropriate staff
- Assist with the setting up of the exam rooms – ensuring necessary furniture and equipment are available in each room and that legal requirements are adhered to.
- Assist with keeping an up to date records of students SEN based requirements, by liaising with the SENCO and completing necessary forms for the awarding bodies
- Set up and maintain BTEC trackers
- Invigilate exams as and when required
- Check all the JCQ documents for updates each September
- To assist with exam administration on results days

Responsible to: Data, Assessment and Curriculum Manager and Examinations Officer

# KIRKLEES COUNCIL

## JOB DESCRIPTION

---

**SECTION:** ALL SCHOOL MODEL – BUSINESS SUPPORT

---

**POST TITLE:** BUSINESS SUPPORT OFFICER 5

**GRADE:** 5, (SCP 15-17)

---

### **1** PURPOSE OF POST

Schools/Colleges are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school/college is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This post is part of the generic Business Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be part of a team within the school/college. At this level you will already hold RSA II, a level 2 NVQ qualification (or equivalent) or have previously gained an equivalent level of work experience. As well as a thorough induction into the school and the role you will receive regular support to help you to develop within both your current role and future career we will also support and encourage you to undertake further training and development for example RSA III or ECDL or gain an equivalent level of work related experience.

There are a variety of administrative, financial and business support duties that may form part of your job it will be expected that you deal with information which may be sensitive or confidential.

You will be expected to carry out your duties in line with the School's/Local Authority's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and development and through School communications.

The Business Support Officer role is generic across School's, however if there are any aspects of the role that are specific to the school these will be included in the attached context sheet/s.

### **1.** Keys Areas

- To provide an effective, flexible and responsive administrative/business support service to the Headteacher/Leadership Team. This may involve providing reprographics services in line with the requirement of the school.
- To ensure telephone/visitor enquiries are responded to sensitively and resolved appropriately, directing more complex calls to appropriate staff.
- To provide a friendly, professional and customer focused reception service to all visitors and callers.

- To ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately.
- To ensure documents/reports are produced and formatted to school standards and within school deadlines.
- To liaise with staff, pupils, or other outside agencies on behalf of Headteacher/Leadership Team as required to gather, receive and exchange information.

## **2. Systems & Equipment**

- To ensure all office equipment is used proficiently, taking into account health and safety requirements, copyright legislation, and effective stock management is maintained.
- To contribute to developing and maintaining effective and appropriate administrative systems in support of the school's practices and procedures.

## **3. General**

**The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.**

As part of your wider duties and responsibilities you are required to promote and actively support the Schools and Local Authority's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

Carry out your duties with due regard to current and future School/Local Authorities policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School's communications.

---

**RESPONSIBLE TO:**      **Data, Assessment and Curriculum Manager and Examinations Officer**

---

**RESPONSIBLE FOR:**      **None**

---

<b>JD Reference No</b>	<b>SS/BS05</b>
<b>JD Prepared / Amended</b>	<b>OCT 2009</b>
<b>Refers to Estab(s)</b>	





## Business Support Officer Grade 5

### Data, Assessment and Examinations Assistant - Employee Specification

Relevant Experience	Essential	Desirable	Assessment
Experience of word processing or administrative work.	✓		AF/I/R
Experience of working with computer packages e.g. Microsoft Word, Excel and Outlook.	✓		AF/I/R
Qualifications	Essential	Desirable	Assessment
GCSE Grade C Maths and English or equivalent	✓		AF
Business & Administration NVQ 2, or equivalent qualification or able to demonstrate equivalent skills		✓	AF/I
Special Knowledge and Skills			
Understanding of the basic principles of customer care and providing an effective service.	✓		AF/I/R
Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the job	✓		AF/I/R
Literacy skills to produce specialist word processing, including management reports and taking notes at meetings.	✓		AF/I/R
Numeracy skills to produce statistical information including, the maintenance of stationary and stock items.	✓		AF /I/R
Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload	✓		I/R
Ability to produce work to meet agreed targets, strict deadlines and to the required standards.	✓		I/R
Able to provide an excellent customer service and deal with enquires appropriately.	✓		I/R
Any additional factors			
Commitment to ongoing personal training and development.	✓		I
Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	✓		I

AF – Application Form  
 I – Interview  
 R – References

**DISCLOSURE AND BARRING SERVICE (DBS)**  
**DISCLOSURE CLEARANCE**

**INFORMATION TO JOB APPLICANTS**

The DCFS has issued guidance to employers, 'Safeguarding Children & Safer Recruitment in Education'. This guidance details the pre-employment checks that should be made on all people who have contact with children and young persons and came into force on 1 January 2007.

The successful candidate to this post will be appointed subject to an enhanced criminal record check (Disclosure) from the DBS before the appointment is confirmed. **Please note, no appointments will be confirmed until a satisfactory criminal record check is received from the DBS.**

The successful candidate will receive with the letter of appointment a CRB Application Form together with practical "Notes on the Completion of a DBS Disclosure Application".

Please note that having a Criminal Conviction will not necessarily bar you from employment with the School/Council. A copy of the "Policy on the Recruitment of Ex-Offenders" is enclosed.

A copy of the DBS Code of Practice and further information about the Bureau and the disclosure service can be found on its website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Alternatively, the DBS can be contacted by post or telephone. The bureau's address is PO Box 110, Liverpool L69 3EF. The information line number is: 0870 90 90 811.

Contacts:	<u>(Teachers / Support Staff)</u>	
	Dan Spencer	01484 221000
	<u>(Volunteers)</u>	
	Darren Mansfield	
	Linda Crowther	01484 221000

## Disclosure and Barring Service:

### POLICY ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Disclosure and Barring (DBS) service to assess applicants' suitability for positions of trust, in the interests of preventing unsuitable people from working with children and young persons in the education service, Kirklees Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- **HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BAR YOU FROM WORKING WITH US.** This will depend on the nature of the position and the circumstances and background of your offences.
- Kirklees Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of their race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process, for posts where the successful applicant will be an employee, volunteer or school governor.
- We actively promote equality of opportunity with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be required in the event of the individual being offered the position. This applies to all school based posts and posts where the post holder has contact with children and young people.
- Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that information is sent under separate, confidential cover, to a designated person within Kirklees Council and we guarantee this information is only seen by those who need to see it as part of the recruitment process.
- We ensure that all those in Kirklees Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to that position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. At any such meeting the successful candidate (subject to disclosure clearance) will have the right to Trade Union representation or person of their choice



