

# FARLEIGH

## SCHOOL

| <b>JOB DESCRIPTION</b>              | <b>Head of Exams and Assessment</b>   |
|-------------------------------------|---|
| <b>Responsible to:</b>              | Primarily: Deputy Head – Academic<br>Secondarily: Head of Pre-Prep  |
| <b>Purpose of the job:</b>          | To lead the School’s exams and assessment processes at Farleigh School, and conduct about 10 hours teaching per week at KS2/KS3   |
| <b>Particular Responsibilities:</b> | <ul style="list-style-type: none"><li>• Working closely with the Senior Management Team to provide professional focus and expertise on all Exams and Assessment matters</li><li>• Working with the Deputy Head (Academic) and Head of Pre-Prep to plan, organise and manage internal exams and assessments</li><li>• Working with colleagues to ensure all external exams are successfully completed</li><li>• Essential liaison with parents, staff, senior schools, ISI and ISEB</li><li>• Collating, recording and analysing exams and assessments data</li><li>• Teaching within KS2 or KS3</li><li>• To liaise with all Senior Schools by email and telephone to ascertain: timings of external exams/exam requirements, admissions processes (interviews, assessment days/dates, interviews) and to update the future schools document and Senior Schools document on School website</li><li>• To ensure all documentation needed by Senior Schools is sent electronically or by post to meet deadlines (e.g. ISEB declaration forms/CE examination papers)</li><li>• To keep SMT abreast of developments regarding exams and assessments</li><li>• To monitor and answer emails from parents, staff, Senior Schools, ISI, ISEB and consult regarding actions from emails</li><li>• To collate information regarding pre assessment logins sent from Senior Schools</li><li>• To create and maintain annual spreadsheets tracking pre test information</li><li>• To extract information from Future Schools Spreadsheet for planning pre tests/external exams</li><li>• To assist with planning exam timetables/booking appropriate rooms/IT equipment</li><li>• To assist with setting up digital testing for a variety of tests</li><li>• To assist with data analysis of test/exam results</li><li>• To register candidates with ISEB for 11+/13+ exams recording levels required for CE papers by specific deadlines.</li><li>• To assist with supporting the process relating to access arrangements with SEND candidates</li><li>• Being aware of examination changes each academic year</li><li>• Order Common Entrance online past papers and add them to the school group folder</li><li>• Creating lists of candidates for specific exams</li><li>• Liaise with office staff to produce address labels</li><li>• Produce Year 8 chart with academic data, schools and scholarship results</li><li>• To assist with managing the examination preparation process (assisting with preparing examination timetables; creating seating plans; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials)</li><li>• To liaise with staff where necessary regarding exams/Head of Scholars/Heads of Year/Deputy Head Academic</li></ul> |

|                              |  |
|------------------------------|--|
| <b>Particular Tasks:</b>     | <ul style="list-style-type: none"> <li>• To create graphs/charts to analyse data</li> <li>• Produce Pre Prep chart of data for tracking purposes</li> <li>• To collate exam/test results information as required (with IT data Manager/heads of Department)</li> <li>• Managing examination results. This includes accessing results electronically/downloading results and distributing appropriately</li> <li>• Prioritise tasks</li> <li>• Photocopy papers where needed</li> <li>• To extract information from Future Schools Spreadsheet for planning pre tests/external exams</li> <li>• Collecting the examination scripts and packing and dispatching examination scripts</li> <li>• To invigilate exams where required</li> <li>• To liaise with IT staff/ Maintenance staff</li> <li>• Liaise with office staff to produce address labels</li> <li>• Produce Year 8 chart with academic data, schools and scholarship results</li> </ul>   |
| <b>Person Specification:</b> | <ul style="list-style-type: none"> <li>• Qualified and experienced teacher</li> <li>• Conversant with the exams and assessment processes in a Prep School, including national testing and standardised scores. This experience could have been attained working in an Independent Prep or Senior School or in the Maintained Sector.</li> <li>• Highly organised and plans well to ensure timelines that are critical for pupils secondary education are met.</li> <li>• An eye for detail that ensures exam and assessment entries are made accurately and in a timely manner.</li> <li>• Oral and written skills to enhance the exams and assessment processes.</li> <li>• Confidence to work closely with, and provide clear advice and support to the Senior Management Team in their dealings with parents and Senior Schools.</li> <li>• Vigour and enthusiasm to enable them to contribute positively to all aspects of the School as well as making them a first class teacher.</li> <li>• Ability, or potential for development, to be a highly regarded senior manager in the School.</li> </ul> |
| <b>Review:</b>               | <p>This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.</p>  |
| <b>Safeguarding</b>          | <p>Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Safeguarding and Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.</p>   |