



Dear Prospective Recruits,

Thank you for your interest in working with us at the London Design & Engineering University Technical College (LDE UTC). Since opening in September 2016, the LDE UTC has provided exceptional education to learners of all abilities from year 9 and up, who aspire to pursue a career in design and engineering.

We are committed to providing our staff with the necessary time and resources required, ensuring our learners remain at the heart of our mission. Our learner-focused approach, coupled with our state-of-the-art facilities and specialist equipment, empowers learners to become the next generation of confident, independent, and work-ready individuals. By fostering academic excellence and forging strong partnerships with employers, we prepare our learners to thrive in the ever-evolving landscape of design and engineering.

One of the key aspects that sets us apart is our curriculum, which revolves around engaging and compelling employer-led projects. Through active learning experiences, we cultivate a learning environment that is both relevant and memorable, boosting our learners' academic achievement.

We understand the importance of comprehensive career guidance. That's why we have formed strategic alliances with our employer partners and universities to provide expert advice, mentoring, site visits, and work placements. Through these invaluable opportunities, every learner has the chance to secure amazing progression routes into higher apprenticeships, or to pursue higher education.

If you are interested in sharing your knowledge, skills, and passion with our dedicated staff and eager learners, we invite you to get in touch with us. Together, we can explore the limitless possibilities that await you and contribute to shaping the future of design and engineering.

Yours sincerely,

Geoffrey Fowler, CEO & Principal





OUR CONTEXT:

The LDE UTC is a technical college where learners exceed their expectations, enjoy pathways onto incredible destinations and make higher than national average progress. The progress our learners make is often extraordinary, for example our learners achieve an average attainment grade of a Distinction for all their technical subjects.

Due to the need for technical skills required from industry, the desire to be engineers from the young people of London, the LDE UTC has been oversubscribed since opening in 2016 and receives over 1600 applications for just 180 year 12 places and over 600 applications for just 80 year 9 places.

Many learners at the college are from the borough of Newham, however the geographical spread of the population of learners as a whole is very wide. Our learner body comes from diverse backgrounds with 93% Black Asian and Minority Ethnic (BAME), 42% of the learners are funded by pupil premium and 55% have English as an additional language (EAL) i.e., English is not their main language at home.

Upon arrival, learners encounter our dynamic, distinctive, and tailored curriculum, delivered with extensive knowledge and expertise in cutting-edge facilities. This environment inspires our learners to excel academically, and we are committed to ensuring that each and every one of them transitions to high-quality employment, training, or educational opportunities.

LDE learners enjoy the employer engagement as they realise the purpose in what they are learning, receiving the Knowledge, Skills and Behaviours required to secure academic excellence and progression routes onto industry via higher apprenticeships, university or straight into the workplace.

OUR VISION

“Creating technology and employer-led education that provides learners with the ability to exceed their potential, celebrate their diversity and embrace the opportunities of the 4th industrial revolution.”

Our objective is crystal clear: we strive to narrow the UK’s skills gap and equip our learners to leave at 16 or 18 years old with top-notch apprenticeships, job placements, university acceptances, or college courses. We foster close partnerships with numerous employers to deliver an education that is both engaging and perfectly aligned with the demands of the professional world.



OUR ETHOS:

Our ethos is straightforward: we view the college as a workplace. Consequently, everyone is expected to conduct themselves professionally and demonstrate mutual respect in all interactions. This mirrors the professional environment our partners operate in. Our college serves as a preparatory ground where our learners develop the skills needed to succeed in their chosen careers.

OUR VALUES:

Passionate about everything we do	We commit ourselves wholeheartedly to everything we do. We approach our work with enthusiasm, energy, and positivity. We do what we do because we love it, and this passion shines through.
Reach higher, be better	We are always learning and challenging ourselves and each other, to be the very best we can be. We have the courage to improve the way we work and exceed expectations.
Be respectful and value everyone	We take time to listen to each other and treat people in the way they want to be treated. We are supportive, inclusive and recognise everyone has their own skills and experience to offer. All our family has a voice.
Take care	We look after ourselves, our colleagues, and our community. We have a zero-compromise approach to health, safety and well-being.
Take ownership	We take responsibility and never walk on by. We are proactive – focusing only on solutions instead of problems.
Be proud, be seen	We celebrate our past, we are proud of what we do today, and we are excited about our future.



Here at LDE UTC we are proud to offer a competitive benefits package for our valued employees.

We understand as an employer we need to be flexible and responsive in order to promote diversity and equality whilst being able to attract and retain the highest quality workforce. Therefore, we hope that you will be able to take advantage of some of the benefits we offer whilst you are employed by us.

Catering Offer:

LDE offers free breakfasts and lunches whilst at work, this can be from a selection of hot or cold food made freshly on site. On Wednesdays LDE have a 'Free Fruit' day and fresh fruit is available to all staff. Free tea and coffee daily.

Advise and Counselling Service:

Our free Employee Assistance Programme (EAP) is a confidential 24/7 telephone line manned by accredited counsellors who are there to help staff with any matters they are worried about (work based or in their personal lives). This service also offers some face-to-face counselling where needed and other excellent benefits.

Cycle2work Scheme:

Cycle2work is a government initiative that was introduced in 2001 to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint. The initiative also allows you to make huge tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice and managed by us.

Season Ticket Loan:

For all staff who have completed 10 months' continuous service we offer a travel loan scheme where we can advance you the cost of your season ticket (subject to certain limits) and deduct this from your net salary each month, thus spreading the cost of your ticket across the year.

Parking:

LDE have partnered with neighbouring UEL to secure staff car parking space. There is a limit on how many spaces we get per year and a cost. The parking charge is currently 0.6% of gross monthly salary. You will have to apply for a permit space on a yearly basis.

Discounted Gym:

A discounted gym membership at UEL SportsDock is available for LDE UTC staff, just show your LDE UTC ID badge at SportsDock to benefit from this.



Occupational Health Service:

LDE work with an external company to provide a high quality OH service.

Flu Jab:

If you wish to take the seasonal flu jab and are not entitled to a free one, LDE will reimburse you for this. We want our staff to stay fit and well.

Staff Well-being Committee (SMILE):

Members of staff have set this committee up to support well-being amongst staff. Events/team outings are often arranged

Multi-faith Chaplaincy:

The Haven room located on site is a space which has been created to help you think about how faith, spirituality, and values shape who we are and the choices we make in life. It is a place where you can talk to someone, a place to unwind or if you want to make a difference in your community, the Chaplains can help.

IT Equipment:

Upon starting with LDE, you will receive a high-quality laptop and laptop bag to the value of £900 on average.

Flexible Working and Working from Home:

We are happy to be able to offer flexible working to our staff and most staff members take advantage of this and work from home 20% of the week in some shape or form. For teachers this may work around your timetable. For support staff, depending on role, this could be one day at week home working.

We have also implemented a 4.5 day timetable for learners, creating 54% learner contact time and 46% of the working week for PPA and CPL. 10 of the 190 days for our learners are 'flipped learning days' allowing further time for CPL and PPA for teaching staff.

Personal Development:

LDE offer opportunities for personal and professional development in a supportive environment. Newly qualified teachers to the school are allocated a mentor at the start of their employment and there is a well-planned Induction process for all staff.

Sight Tests & Corrective Spectacles/Contact Lenses:

LDE staff are entitled to basic vision tests. There are allowances (usually £50) to reimburse staff members for eye tests and the purchase of VDU spectacles/contact lenses.



Annual Leave:

On joining LDE, support staff working all year round will benefit from 28 days' annual leave per annum pro rata, plus 8 bank holidays.

Pension Scheme:

Teachers:

Membership of the Teacher's Pension Scheme.

Key benefits of the scheme are:

- You receive a guaranteed pension through the Teachers' Pension Scheme.
- You pay into your pension and so does LDE as your employer.
- It's a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments – so there'll be no nasty surprises when you come to claim your pension.

Support staff:

Member of the Local Government Pension Scheme, key benefits to you are:

- Secure pension.
- Flexibility to pay more or less contributions depending on your circumstances, tax efficient now and in the future.
- Freedom to choose when you would like to take your pension between the age of 55 and 75.

Long Service Recognition and Reward:

Staff are rewarded in recognition for their hard work, dedication and loyalty with a bonus following 5 and 10 years of service.

Eligible staff are entitled to the following:

5 years' service - £250

10 years' service - £500

This is paid via payroll at the end of September to all staff who passed the milestone (5 or 10 years) during the previous 12 months and remain employed.

Electric Car Scheme:

Electric Car Salary Sacrifice Scheme is open to all staff following a successful probationary period. We work with a third-party provider to offer the best and environmental friendly driving solution for staff. There are huge savings available on pure electric vehicles as Benefit in Kind is just 2% between April 2022 and April 2025, meaning you can make significant tax and NI savings on the scheme.

Job Title:	Exams & Data Manager
Location:	London Design & Engineering UTC / Newham
Contract type:	Permanent - All Year Round (AYR), 37 hours per week
Salary:	Support staff pay range S22-S39 (£36,996-£51,099)
Accountable to:	CFOO

Core Purpose:

- To be responsible for the smooth running and administration of all public examinations and to liaise with teachers, learners, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring that the College adheres to all Awarding Bodies' regulations.
- Support the college to oversee and develop the use of data for the Senior Leadership Team and the Teaching Staff. Support the daily operational elements of providing and collecting data, and its systems within the college.
- Maintaining and producing student specific data to a high standard.

Key Responsibilities:

Exams

- Acquire and maintain an up-to-date knowledge of the examinations system, Examination Board regulations and any changes, which occur within the examinations field. Plan and publicise, each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations.
- Liaise with Examination Boards regarding all aspects of policy relating to examination regulations, attending, when appropriate and in liaison with Line Manager, in-service training provided by Examination Boards, the JCQ and other bodies. Ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis.
- Be the College's principal link with Examination Boards, following up queries from Curriculum Leaders and Heads of Department regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by Examination Boards.

Data Support

To oversee and develop the school's use of data for the Senior Leadership Team and the Teaching Staff. Support the daily operational elements of providing and collecting data, and maintaining systems including SIMS, [SISRA] and excel data analysis. To ensure that data returns are accurate and submitted on time

Main Duties and Responsibilities:

Exams in line with JCQ guidelines

- To support in the management of exam access arrangements:
 - Liaise with SENCO to ensure all access arrangements are correct on 'Examinations' in SIMS;
 - Prior to examinations plan for the access arrangements of learners who need special consideration
 - Prepare and plan for all exam locations
- To arrange invigilation for all internal and external examinations and allocate invigilators to individual rooms during the exam seasons. Ensure recruitment of invigilators is completed in a timely manner.
- Organise all internal examinations, in liaison with CL and interested parties
- To organise, within deadlines all examination entries for external exams, GCSE, AS and A level and technical exams.
- Ensure January and summer exams are set up in SIMS
- To produce exam timetables and ensure all seating plans are prepared and printed for exams and display in common areas before exams.
- Organise equipment boxes, registers and seating plans for individual rooms.
- To organise and supply all the necessary exam board stationery and materials related to the smooth running of the examination system.
- To ensure timely posting of examination scripts to examiners and recording this process.
- To monitor and record the receipt of examination papers from examining boards and ensure they are securely stored when they arrive.
- To organise the distribution of examination results and dealing with queries arising from results.
- To collate exam certificates when received from the exam board and ensure they are ready for learner to collect
- To maintain an efficient filing system associated with all aspects of examinations.
- To assist with all other administrative tasks associated with the smooth and efficient running of examinations.
- Support with exam appeals.
- To assist, as required, with internal school examinations and other occasions when students are tested/ assessed in examination conditions (e.g. Mock examinations and Reading Comprehension Tests).

Data and other admin

- To prepare for Autumn and Spring Census including but not limited to
 - Assist with the collection of accurate data and update the academy MIS on all areas relevant to the school census, including FSM, pupil premium and 6th form learning aims,
 - Completing post 16 prior attainment data for census
 - Ensure Course manager is updated with learning hours, QAN, classes, supervisors and appropriate Core Learning aims are added to maximise Post-16 funding.
 - Maintaining Post-16 programme of study, checking TT hours etc
- To maintain and update assessment and individual report templates in sims
- Check all staff have completed reports prior to analysis
- Support the Teaching and Learning lead on adding staff timetables to sims
- To enter and update learners' targets and other personal data in SIMS.
- Prepare ATL reports for analysis by HoYs
- QA report data
- Send progress data sent to Redborn for analysis after each PRG data drop.
- Support senior leaders in creating pupil and staff timetables
- Access, download, amend (where appropriate) and report on DfE platforms such as Analyse School Performance (ASP), School Inspection Data Summary Report (IDSR), Get Information about Pupils (GIAP) (KS4/5 and PP data), Apprenticeships Service, School and College Table Checking Exercises and the Learning Records Service (LRS). Keep the CEO and LT informed of any upcoming deadlines and evidence to be uploaded.

Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role.

Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice.
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post, which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to at least A level or equivalent (A) with at least C grades 	<ul style="list-style-type: none"> Educated to at least degree level or equivalent (A) Further study or action research on data analysis (A)
Experience	<ul style="list-style-type: none"> A minimum of 2 years at exams or data manager level or equivalent within the last 5 years Evidence of delivering to deadlines and achieving set targets a high standard (A, C, D) A minimum of 2 years' experience of supporting with timetables and exam administration (A, D) Experience of working closely with senior leadership (A, C, D) Experience of successfully running internal and external exams (A, C, D) Experience of successfully managing others (A, C, D) Experience of at least one education exams management software and schools MIS systems (A, C, D) 	<ul style="list-style-type: none"> Experience of leading data CPD across an organisation (A, C, D) A minimum of 2 years' experience of writing timetables (A, D) Experience of SIMS exams organizer (A, C, D) Experience of Invigilator organization and management (A, C, D)
Knowledge and Understanding	<ul style="list-style-type: none"> Full Working Knowledge of JCQ regulations (A, C, D) Good working knowledge of all policies, codes of practise and awareness of legislation in relation to GDPR and data management in schools (A) Excellent working knowledge of school data needs and the ability to analyse and present data in a meaningful and timely way (A,C) Good working knowledge of the examinations and qualifications systems and exam boards (A,C) Excellent technical and organisational skills, with a high attention to detail. (A,C) Ability to interrogate, analyse and present complex data and to a range of audiences. (A,C) Ability to assimilate information and make appropriate decisions swiftly (A,C) Excellent numeracy and literacy skills Ability to work on own initiative and organise own workload (A,C) Ability to evaluate processes and identify improvements 	<ul style="list-style-type: none"> An in depth-knowledge of Capita SIMS and Nova-T will be highly desirable in a candidate (A, C, D) A working knowledge of Sistra Analytics (A, C, D) Experience of being a designed GDPR lead Excellent working knowledge of software to support the data management of the academy system and the analysis of the whole academy performance. (A) Good knowledge of SIMS and SIMS Exam
Other skills and abilities	<ul style="list-style-type: none"> Highly developed skills of working with people to establish constructive relationships with all stakeholders (A, B, C, D) 	<ul style="list-style-type: none"> Ability to lead change and engender innovation and

	<ul style="list-style-type: none"> • High standard of interpersonal skills and emotional intelligence (A, B, C, D) • Highly developed communication skills with a range of audiences (A, C, D) • Highly developed ICT skills (A, C, D) • Ability to manage time and prioritise well, meet deadlines and work under intense pressure (A, B, C, D) • Command respect of students and staff and be an advocate for the UTC (A, C, D) • Highly experienced in Excel 	creativity in other leaders (A, C, D)
Personal qualities	<ul style="list-style-type: none"> • Honesty, integrity, ability to build trust (A, C, D) • Resilience (A, C, D) • Energy, enthusiasm and the ability to keep things in perspective (A, C, D) 	



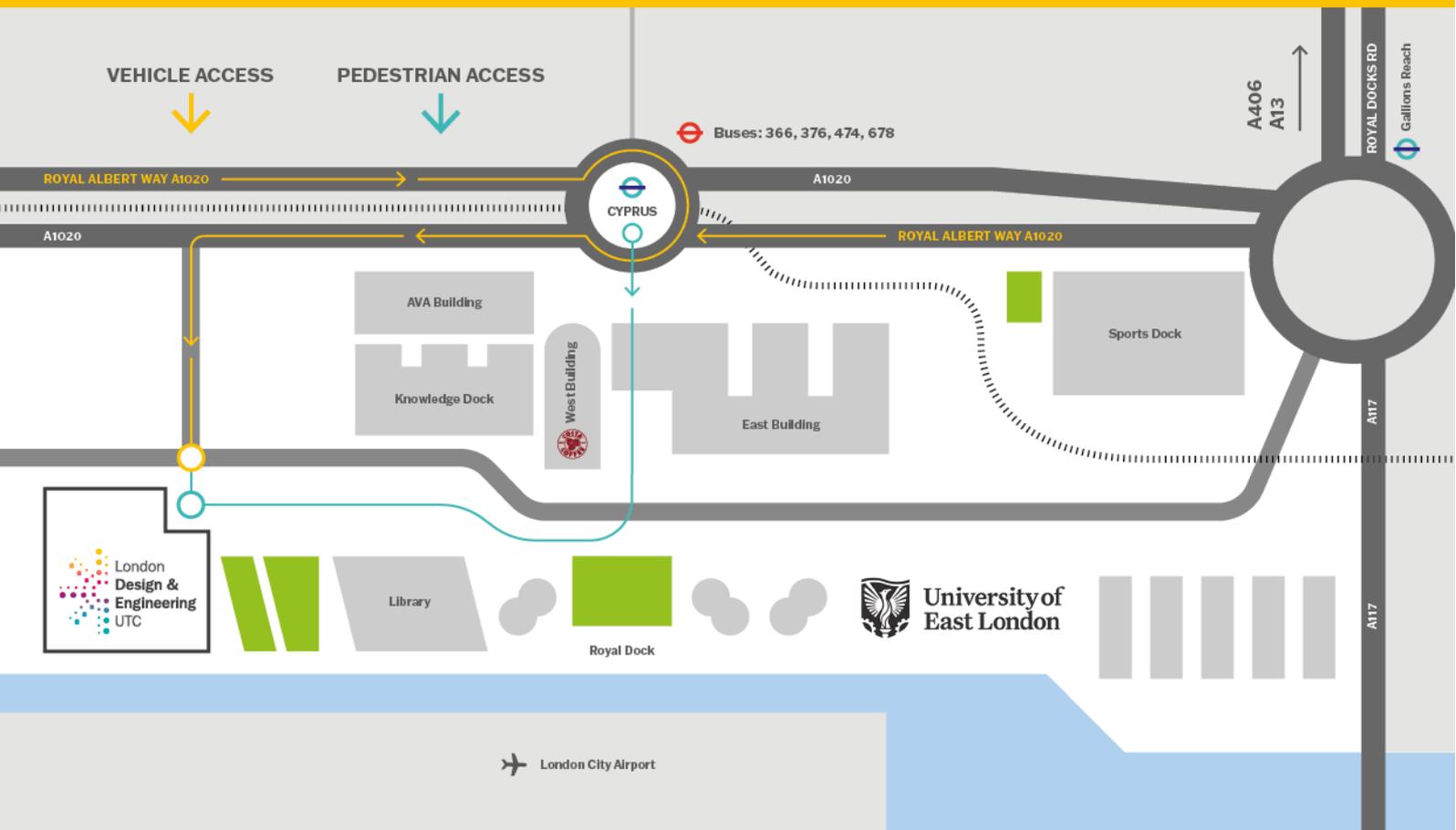
Please apply via TES or email your completed application to: HR@ldeutc.co.uk

Closing date: Thursday 23rd November 2023 at 9am

Shortlisting: Friday 24th November 2023

Interview date: Week commencing Monday 27th November 2023

Start date: 1st January 2024



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