Headteacher: Mr Simon Cox

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**JOB DESCRIPTION**

**WHOLE SCHOOL DATA, ASSESSMENT AND EXAM LEAD**

**POST OVERVIEW:**

* Responsible for administration and entries of all internal and external examinations
* Responsible for the administration of PAM and all necessary data entries as well as completing any related data
* To support the strategic direction of the school in its use of data and the development and maintenance of SIMS and other data handling tools/software.

PRINCIPLE RESPONSIBILITIES:

* To be responsible for examination entries for external exams to the examination boards for public exams, GCSE, and additional qualifications
* To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations.
* To ensure that all JCQ regulations are followed and any concerns raise immediately with the Head Teacher
* To manage the school’s team of examination invigilators.
* To lead on importing results and database information from other systems, to provide a comprehensive set of base data for all students
* To produce reports and analyse data, including examination performance as requested by the Senior Leadership Team
* To provide target setting information and performance reports for the Senior Leadership Team, E-ACT and external agents such as Ofsted
* To work with the Senior Leadership Team in setting clear and workable deadlines for data collection and reports.

SPECIFIC RESPONSIBILITIES:

Data and Assessment -

* To complete the School Census Report, SIMS student and staff database and reports.
* To support the SLT with monitoring and evaluating pupil achievement, and setting baseline targets for pupils.
* To ensure all teaching staff have an overview of pupil academic performance.
* To support change in response to government changes around the areas of achievement/attainment; ensuring all pupils make expected levels of progress and achieve the best outcomes in the Progress 8 and Attainment 8 measure.
* To support the drive to develop data literacy across the school.
* To support the analysis of external assessment data through the ISDR and FFT Aspire.
* To work with PAM and SMID, Rank order charts, Progress 8 grids and Vulnerable charts (for all year groups) to allow informed intervention to take place globally by the Raising Standards Team (RST).
* To attend regional and national Pixl meetings.
* Ensure that summative and formative assessment are consistently and appropriately used across the school to support all pupils in making at least expected levels of progress.
* To ensure all teaching staff, use PAM and SMID data, have an overview of pupil academic performance and where necessary communicate with: the individual, teachers and parents/carers to intervene appropriately.
* Analyse external assessment data through Raise on Line and FFT Aspire.
* To lead staff training on the use of data including target and baseline data setting.
* To upload whole school data onto PAM and SMID within assessment calendar time frames.
* To attend SLT meeting and briefing as directed by the Head Teacher
* To be part of the Raising Standards Team and attend all calendared meetings.

Exams-

* To be responsible for sending accurate exam entries via Exam Organiser SIMS package to respective Examination Boards.
* To produce guidelines for staff and students regarding examination conduct and to brief students on all examination procedures.
* To coordinate exam results day and the downloading of exam information at the earliest possible opportunity
* To be responsible for the creation of examination entry lists for Heads of Faculty to check and for the collection and amendment of examination entry lists as directed by Heads of Faculty
* To provide relevant statistics on examination entry and examination results to the Headteacher and E-ACT.
* To be responsible for the issue of examination statements of entry to candidates (via Form Tutors) for checking and signing.
* Be responsible for the creation of all examination timetables for issue to candidates and parents (via form Tutors)
* Be responsible for identifying any examination timetable clashes and taking necessary examination including scripts, script envelopes, examiner address labels, certificate of postage, etc.
* Be responsible for the packing and posting of examination scripts etc, under the direction of the Headteacher.
* To work with SEN/Pastoral Staff to ensure that requests for special consideration and arrangements are made to the Board and implemented in school.
* To be responsible for the preparation of appropriate documentation and materials to support requests made to the examination boards and to send this information to the examination boards if requested.
* Be responsible for the preparation of documentation to request Post Results Services such as: Emergency access to photocopied scripts; Enquiry About Results (EAR), Access To Scripts
* Be responsible for the administration of late certification and de-certification requests as required.

The Headteacher may allocate additional duties to those outlined above to the Examinations Officer, as the need arises.