



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Exams and Cover Officer. This is an exciting time to join The Mirfield Free Grammar's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.



Exams and Cover Officer The Mirfield Free Grammar

CANDIDATE INFORMATION PACK

▶ Welcome

Dear Colleague,

I am delighted that you are considering the position of Exams and Cover Officer at The Mirfield Free Grammar.

We are seeking to recruit an individual to work in our school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy and confident young people who are able to contribute positively within the community. I am a firm believer that developing THE MFG Character of Tenacity, Health, Equity, Morality, Flourish, Generosity in all our students will enable us to achieve this.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs Alexandra Fuller

Principal



Overview of the Position for Great Heights Academy Trust

▶ The Trust Board are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

About the Trust

▶ The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have one secondary school (The Mirfield Free Grammar School) and another Kirklees secondary school due to join us in 2023 (Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.

► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST

Achieving excellence together



BOWLING GREEN
ACADEMY



CARLINGHOW
ACADEMY



MARSDEN
JUNIOR SCHOOL



RAYNVILLE
ACADEMY



THE
GREETLAND
ACADEMY



THE
MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs

Teamworks English Hub
@ The Greetland Academy



AA Teamworks
WEST YORKSHIRE SCITT

Mirfield Free Grammar Academies Trust (The MFG MAT) joining Great Heights Academy Trust (GHAT) - UPDATE:
Following public consultation processes The Mirfield Free Grammar and Marsden Junior School joined GHAT on 01/02/23. Colne Valley High School will be also joining GHAT in the near future.

JOB DESCRIPTION

Position:	Exams and Cover Officer
Department:	Admin
Pay range:	Grade 7.17
Hours of work:	37 hours per week, term time plus 15 days
Responsible to:	Vice Principal

Prime Objectives of the Post

To ensure the efficient management and smooth running of all internal and external examinations. The post holder will be responsible for the management of all staff in the areas of Exams and Cover.

Range of duties:

- The management of all internal & external examinations.
- Liaising directly with Exam Boards as the first point of contact on behalf of the Academy.
- Meeting deadlines for the entering of students into public exams and communicating relevant information in a timely fashion. Ensuring that students are entered correctly for external exams.
- To timetable exams and organise venues, invigilation and supervision rotas (internal and external). To issue students' exam timetables.
- Management of internal examination scripts on behalf of HoF/HoDs.
- Administering controlled assessments.
- Safe storage and submission of scripts and coursework to examination boards.
- Downloading and distributing exam results on the days they become available to the Principal.
- Dealing with exam boards, staff, students and their parents in regard to exam concessions, special consideration, re-mark requests, return of scripts, queries etc. – including liaising with the SENCO in relation to receiving and acting on information regarding students' individual needs for exam concessions.
- Liaising with the Vice Principal, Heads of Faculty/Department to plan and prepare for internal exams.
- Liaising and communicating directly with any external candidates.
- Recruitment, management and training of exam invigilators.
- To keep all staff informed of examination arrangements and any procedure, protocol or syllabus-related changes that occur.
- To officiate at the start and end of internal & external examinations.
- Dissemination of exam certificates to students.

- Advising the Academy's Leadership Group on all matters relating to exams.
- To arrange the cover of classes for teachers who are absent, by:
 - a) the equitable use of our own teaching staff considering weightings of non-contact periods because of TLRs and previous usage within a given cycle/term.
 - b) the use of cover supervisors/teachers via supply staff agencies.
- To input all relevant information into Arbor Cover before 07:45 hours on any working day, print off cover slips and distribute these to staff, and place Cover Report on staff noticeboard prior to 08:15 hours each day. To ensure Principal/Senior Team informed of level of cover in the Academy each day by way of copy of the Cover Report.
- To circulate cover information by email each day to Faculty Heads, Achievement Co-ordinators, Sixth Form Office, Reception and Pastoral Secretary.
- To monitor the supply staff budget to ensure no overspend and to alert line manager to potential problems.
- To ensure all safeguarding measures are in place by checking the DBS information sent from supply agencies and filing appropriately.
- To receive feedback from Academy staff on cover supervisors/teachers and inform line manager/agency of potential problems.
- To run half-termly reports on the number of periods covered etc for Principal and Senior Team.
- Keep accurate records of staff absence and summarise these on termly basis for the Principal and Director of HR.
- Liaise with the Vice Principal (timetable manager) regarding additional non-contacts' availability for cover.
- To pro-actively assess the amount of cover required for special events, trips and ensure system is in place to ensure no further demands on cover on these dates.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. 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.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

Exams and Cover Officer

Qualifications/Training	Essential	Desirable	A/I/R
Numeracy, literacy and ICT skills equivalent to Level 2 or above	✓		
Relevant professional training or development	✓		
Recent safeguarding training		✓	
First Aid Training		✓	
Experience and leadership	Essential	Desirable	A/I/R
Working with or caring for children of relevant age.	✓		
Collaborative and supportive work with colleagues within the organisation	✓		
Collaborative and supportive work with parents.	✓		
Knowledge and understanding	Essential	Desirable	A/I/R
Basic understanding of child development and how children learn	✓		
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓		
General understanding of the curriculum and other learning programmes.	✓		
Ability to relate well to young people and adults.	✓		
Good oral and written communication skills.	✓		
Good listening skills.	✓		
ICT skills appropriate to the role, including the use of Arbor, CPOMS	✓		
Effective time management.	✓		
Committed to continual personal and professional development.	✓		
Skills and abilities	Essential	Desirable	A/I/R
A commitment to maximising the academic, personal, social and emotional development of all students.	✓		
Work constructively as part of a team.	✓		
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		
Be resilient and demonstrates ability to work well under pressure.	✓		
Able to adopt a flexible working practice.	✓		
Effective and efficient organisation and administrative skills.	✓		
Excellent record of attendance and punctuality.	✓		

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

