

## Job Description

<b>Post:</b>	<b>Examinations Manger</b>
<b>Salary/Grade:</b>	<b>Grade 10 £38,373 - £41,281</b>
<b>Responsible to:</b>	<b>Vice Principal: Curriculum and Planning</b>

### Main Purpose of the Post:

- Take overall responsibility for providing an examinations service to all stakeholders through high quality leadership on all aspects of examinations works including;
- Provide strategic leadership and operational management of all external and internal examinations, external assessments and controlled assessments ('exams').
- Plan the annual exams cycle and the logistics of each set of exams.
- Liaise closely with the Senior Leadership Team (in particular with the Vice Principal who has SLT responsibility for this area) to plan and implement highly effective processes and systems. Update SLT as to key changes/new developments
- Lead the Examinations Department team, including the invigilation team. This will include taking overall responsibility for quality within the area, including production of the departmental annual Self-Assessment Report (SAR) and Improvement Plan, staff training and development and appraisals; leadership on ongoing quality assurance/improvement.
- Ensure the clear communication of all exams information to staff, students, parents, external bodies and other stakeholders.
- Ensure that all official awarding body, JCQ and Ofqual requirements are met in all aspects of examinations administration including policies, entries, rooming requirements, EAA, security and storage, registers and secure dispatches.
- Budgeting and resource management.

## 1. Main Duties:

- 1.1 Have a thorough and detailed understanding of exams regulations, including all annual and adhoc regulation updates and changes. Act as a source of advice and information regarding all exams matters.
- 1.2 Develop and maintain good working relationships with Senior Leaders, Heads of Departments, Senior Tutors, Inclusive Learning (IL) staff, Estates staff, IT Technicians, MIS staff and Business Support staff to ensure efficient administration relating to examinations.
- 1.3 Maintain accurate and up-to-date candidate data, held and used in accordance with the Data Protection Act.
- 1.4 Lead in the arrangements for all exams, coursework and controlled assessments.
- 1.5 Make accurate and timely registrations and entries for external qualifications and examinations in accordance with awarding body procedure, liaising with relevant teaching staff.
- 1.6 Produce an examinations timetable for all candidates, dealing with clashes for individual students and organising lunchtime supervision when required.
- 1.7 Plan all aspects of the delivery of the exams, including the creation of and publish seating plans.
- 1.8 Organise the booking and setting-up of suitable rooms for examinations and controlled assessments, in accordance with JCQ regulations and awarding body requirements, liaising with Estates and other relevant staff as required.
- 1.9 Manage the provision of exam access arrangements (EAAs) for relevant students, liaising with relevant IL staff. Make the necessary applications via the JCQ Access Arrangement Online system and within the published deadlines.
- 1.10 Receive and store examination papers securely, and collect and securely store/dispatch completed examination scripts in accordance with relevant regulations.
- 1.11 Organise the effective invigilation of examinations, including recruitment, training and management of an invigilation team.
- 1.12 Maintain suitable examination conditions in the examination room in accordance with JCQ regulations.

- 1.13 Act as a first point of contact for any student issues in the exam rooms, including lateness, anxiety and discipline. Escalate to the Senior Tutor team as necessary.
- 1.14 Manage any special consideration applications on behalf of candidates, liaising with the Senior Tutor team as necessary for validation.
- 1.15 Be present and make arrangements for the receipt, distribution and publication of exam results at various points in the academic year. Liaise with MIS staff on all system requirements.
- 1.16 Advise curriculum staff, parents and candidates on post results options where relevant.
- 1.17 Manage the re-sit process.
- 1.18 Make arrangements for the receipt, checking, collation and distribution of examination certificates.
- 1.19 Provide effective leadership of the examinations team, including team of invigilators.
- 1.20 Manage the examinations budget.
- 1.21 Ensure all policies are in place, properly documented and up to date and maintain accurate records relating to all elements of the service.
- 1.22 Lead the preparation for internal and external audit and inspection.

## **2. Quality Assurance**

- 2.1 Evaluate the departments quality and performance, including within the departmental SAR and Improvement Plan; and carrying out staff appraisals.
- 2.2 Implement any identified quality improvements.
- 2.3 Engage in personal, team and college continuing professional development. (*Arrange, deliver or attend relevant meetings and training sessions, within the department, college-wide or externally*).
- 2.4 Liaise extensively with external agencies including representing the College on committees and other external bodies.

### 3. Students

#### Safeguarding

- 3.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.
- 3.2 Ensure that the Data Protection Act is adhered to.

#### Equality and Diversity

- 3.3 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

#### Discipline

- 3.4 Deal directly with instances of potential malpractice by students or staff and where necessary report to the awarding bodies and/or college managers and carry out appropriate actions in accordance with JCQ regulations.
- 3.5 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

### 4. Other

- 4.1 Contribute to the college mission and ethos and support the aims and objectives of the College.
- 4.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of Health & Safety across the College.
- 4.3 Undertake any other duties of an equal nature as assigned by the Principal or their designated alternate.