



Job Description: Data, Assessment and Examinations Manager

Salary Scale: Band 6 (Band 7 considered for a suitably experienced candidate)

Line Manager: Vice Principal

Hours of work: 36.25 per week

Term time only + 15 days to cover INSET and exam results days as required and to include flexible working to take account of additional workload around exam season. (Flexible time to be reviewed and taken half termly in consultation with Line Manager)

Main purpose of post:

- To be responsible for the administration of all aspects of internal and external examinations and assessments;
- To supervise the reporting and analysis of data and targets relating to student achievement;
- To provide support to the 'Student Support Team' with pastoral and SEND data.

Main duties and responsibilities

Reporting

- Plan, oversee and manage whole school electronic reporting to parents at regular intervals indicated on school calendar.
- Co-ordinate the production of interim reports in accordance with the Internal assessment and Reporting Calendar and ensure that they are made available to parents via the PS Engage system
- Report on external exam results to students, parents, governors and the Leadership Team.
- Supervise production of full reports by deadlines set.
- Work with the Leadership Team to ensure clear instructions are distributed and training opportunities on data management for teachers are arranged.
- Work with the Leadership Team to set clear and workable deadlines for data collection in the Assessment and Reporting Calendar.

Data Tracking and Analysis

- Ensure systems for data entry are in place, for example Course Manager and Assessment Manager in SIMS
- Management of student progress data including assessment information.
- Coordination of data entry into schools Management Information System (SIMS) and relevant reporting software.
- Entry, storage, manipulation and analysis of student data as required by the school's Leadership Team.
- Ensure accurate SEND information is received and recorded for all in-year and Year 7 admissions.
- Interpret the ASP report to identify key issues for whole school improvement and present to ALT and HOF.
- Work closely with the Vice Principal to develop and promote co-ordinated systems that provide useful information for all members of the school community.
- Disseminate information from the DfE to relevant staff both electronically and on hard copy as appropriate.
- Regularly check for changes in DfE guidance for Assessment and Performance measures in schools.
- Keep abreast of new systems and techniques which could support improved data analysis.
- Manipulate the prior attainment data for students on entry so as to set their milestones.
- Ensure information from staff is utilised effectively to support any external referral process
- Ensure SEND information is provided to support students' transition and transfers

Management

- Line manage staff and act as their appraiser
- Manage the process of ensuring that data is made available in SISRA in line with the Assessment and Reporting calendar and key cohorts of students are identified.
- Support in the identification of groups needing interventions and explore links with attendance and pastoral factors.
- Manage the process of student tracking (EAP) in SISRA
- Be able to present findings to a variety of audiences including the Governing Body and SIP.
- Provide relevant School performance data to external agencies when requested.
- Ensure that KS4 Checking Exercise reporting to the DfE is accurate and reflected correctly in School League tables data.
- Assist ALT in the development of the School Target Setting and Monitoring Policy.
- Oversee the implementation of external target setting for all years and in particular KS4 as required by ALT
- Assist with the Faculty SEF process by providing HOF with support to access to appropriate data on the performance of different cohorts via SISRA.
- Assist with the production of the attainment and progress section of the SEF.
- Be able to deliver INSET/CPD on examination and data matters to HOF and staff.

- Manage the production of a termly report on assessment and progress for Governors.

Examinations Management

- Liaise with JCQ to ensure Centre compliance.
- Observe externally set examination deadlines and ensure late fees are avoided where possible.
- Register the Centre for new qualifications and provide relevant documentation and information as required.
- Work with the Vice Principal to ensure that all qualifications delivered are included in DfE Performance measures.
- Ensure that examination results are correct and available to students by the published time on results day.
- Undertake an analysis of external examination results at KS4 qualifications when the school is notified and to inform the Principal and ALT as soon as administratively possible.
- Produce an Academy Results summary for distribution to Governors and staff.
- Regularly update and manage the examinations section of the Academy website.
- Support teaching staff undertaking analysis of internal examination results.
- Liaise closely with the ALT to develop examination statistics that can be used for target setting, review and as a basis of raising achievement.
- Provide training for staff involved in supporting students with Access Arrangements
- Manage the administration of internal exams.
- Cross check exam board invoices with entries to ensure fees are correct
- Maintain the examinations section of the school website
- Perform a daily check of the exams e-mail inbox
- Ensure effective administration, organisation and smooth running of public examinations and assessments including vocational unit assessments.
- Observe externally set examination deadlines and ensure late fees are avoided where possible.
- Ensure that examination timetables are provided to students and staff and are published on the Academy website.
- During exam seasons, organise the Senior Invigilator and other invigilation staff as required. Manage external invigilation arrangements; recruitment and training of invigilators.
- Reconciliation of invigilator pay claims to required hours. Submission of pay claims to Finance Manager.
- Ensure careful control of examination papers as they arrive and ensure they are checked and stored safely in accordance with the board regulations.
- Ensure the checking and storage of attendance registers and other confidential materials is carried out.
- Lead the daily running of public examinations including practical assessments and to inform the Site Manager about arrangements that need to be made for furniture in examination rooms. Organise the Examination Hall and other rooming as appropriate.

- Make arrangements for all internal examinations including timetable, rooming and invigilation. To liaise closely with the Vice Principal over issues of invigilation and cover.
- Compile a detailed list of qualifications being delivered for each academic year.
- Disseminate information about public exams to staff, pupils and their parents.
- Liaise with staff, parents, and pupils and deal with complaints and queries about public and internal examinations.
- Provide ex-students with results information and advice regarding certification as requested.
- Manage the progress of post results services requested from the examination boards.
- Work alongside the SENDCo to ensure accurate information is collated and submitted on Access Arrangements and Special Considerations

Additional Duties

- Provide information for and responses to references as requested by the Principal if this involves examination results.
- Attend and deliver CPD as required and attend relevant meetings.
- Participate in the school's staff appraisal process.
- To undertake other duties which may arise from time to time and which are consistent with the grading of the post.

This job description is not necessary 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 in consultation with the holder of the post.

JS March 2019