

Secondary Recruitment Pack

Weavers Academy

Examinations Officer

NJC Grade 7 Points 23-25 (£26,999 - £28,785 FTE, pro-rata to £24,305 - £25,912)

37 hours per week, 41 weeks per year



**WEAVERS
ACADEMY**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Examinations Officer.

Working in partnership, Weavers Academy and the Trust have made much progress in recent years.

Underpinning our vision - *'striving for success by focusing on learning'* – the school has pursued a rigorous and continuous programme of educational improvement. As a result, curriculum planning, teaching strategies and assessment techniques have advanced and driven student progress. Work that the school has done to further improve behaviour and attendance has resulted in students becoming increasingly ambitious for their futures.

Our unique Knowledge Connected approach teaches students to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have an impact on the world around them.

We were delighted to have been awarded a 'good' judgement from Ofsted in May 2017. However, we are not complacent and want to achieve much more for our students and to build on the school's strengths. We seek to appoint an ambitious, creative, committed and energetic colleague to be a key contributor to the achievement of this goal.

To ensure that our staff remain at the leading edge of educational thinking and practice we offer a wide range of professional development opportunities. In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops through school-to-school support.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel:

www.youtube.com/user/creedacad.

I look forward to receiving your application.

Yours sincerely

Vivien Swaida
Principal

“We seek to appoint an ambitious, creative, committed and energetic colleague”

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employability skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



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ABOUT WEAVERS ACADEMY



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the young people in our care.

Our on-site facilities include:

- Sports fields
- Multi-Use Games Area marked up for netball and football;
- School hall with sound system and projector;
- Dance/Drama studio complete with sound system and mirrored wall;
- IT suites with state-of-the art technology;
- Interactive whiteboards in the majority of classrooms;
- Modern and open-plan library with wide range of reading materials



Summary of Weavers Academy's Progress Scores in 2018:

- Progress 8 score: **+0.12**
- Attainment 8 score: **42.8**
- Pupils entering EBacc: **5%**
- Staying in Education or entering employment: **93%**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Weavers-academy>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:
www.creativeeducationtrust.org.uk

Examinations Officer

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Weavers Academy, Wellingborough

SALARY

NJC Grade 7 Points 23-25 (£26,999-£28,785 FTE, pro-rata to £24,305-£25,912)

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THE ROLE

- To organise the administration of all examinations

REPORTING LINES

The post will report to the Assistant Principal

EXAMINATIONS OFFICER RESPONSIBILITIES

- To process and forward all student entries ensuring that all Examination Board deadlines are met
- To process and forward controlled assessments to moderators and scripts to markers ensuring that all deadlines are met
- To be responsible for management of the conduct of all examinations ensuring that they meet with the regulations set out by the Joint Council for Qualifications (JCQ) covering all Examination Boards
- To put in place the relevant examination policies for the school so that the examination system, rules and regulations set by the awarding bodies and JCQ are clear to all members of staff in the school
- To be the sole contact person for communication between the Academy and relevant Examination Boards.
- To organise "access arrangements" for students with special educational needs in liaison with the SENCO and to arrange for "special consideration" appeals in regard to students who have been disadvantaged in any way
- To allocate rooms for examinations, including those with additional needs in liaison with premises staff.
- To keep parents fully informed about the public examination process and deal with any parent enquiries relating to any public examination issues

You can find out more at:

www.creativeeducationtrust.org.uk

- To manage JCQ inspections and, in consultation with the Principal, ensure that all policies and procedures are kept up-to-date
- To administer to start all exams, creating a calm and positive environment in collaboration with SLT.
- To deal with any queries, appeals and script requests after results have been received in liaison with Heads of Departments.
- To co-ordinate the appointment and deployment of invigilators. Ensuring they receive annual refresher training and JCQ updates
- To ensure that the Academy's examination budget is managed effectively in liaison with the Academy's Finance Officer
- To be responsible for "downloading" all public examination results and for co-ordinating the distribution of these results to students
- To co-ordinate entries and withdrawals in liaison with relevant staff
- To co-ordinate the enquiry about results process
- To be responsible in consultation with the Principal and Data Manager for the analysis of examinations results, producing easily accessible information for teachers and learners
- To be responsible for the administration of all internal examinations including timetables, allocation of rooms and staffing
- To be responsible for collating the internal examination requirements forwarded by heads of department

SCHOOL ETHOS AND COMMUNITY

- Work with parents and students to ensure that they have an understanding of the aims of the school, its policies and procedures and future direction.
- Foster a culture where students respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- High level interpersonal and communication skills.
- Commitment to equality and diversity.

- Integrity, openness, energy and enthusiasm.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; participating in trust-wide work and projects as appropriate.
 - Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
 - Undertake any other reasonable duties deemed appropriate to the role.
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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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EXAMINATIONS OFFICER SELECTION CRITERIA

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Maths and English GCSE at Grade C or above (or the equivalent) 	
KNOWLEDGE, SKILLS & QUALITIES	<ul style="list-style-type: none"> Experience of planning and managing tasks in a timely and effective manner Experience of supervising staff Meticulous attention to detail and a high degree of accuracy Ability to work in a highly organised, coordinated and methodical way Good analytical thinking and problem solving skills Knowledge and understanding of examination and other school systems Ability to lead and motivate a team of invigilators Ability to manage own time effectively and work to deadlines Excellent working knowledge of Microsoft Outlook, Word and Excel Accurate typing and data entry skills Must be adaptable, flexible and change agile A 'can do' and 'will do' attitude Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> Previous experience of an exams officer role Experience of working within an educational setting Experience of using school related software (e.g. SIMS)
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> A high level of interpersonal and communication skills, with the ability to communicate effectively and accurately in oral and written form with parents, carers, candidates, staff and external agencies and remain constructive under pressure Demonstrates a professional approach and behaviour to his / her work and remains calm under pressure Ability to maintain confidentiality Ability to work as part of a team Ability to relate well to children and adults 	
SAFEGUARDING & EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> Displays a commitment to the protection and safeguarding of children and young people To have an understanding of and a commitment to Equal Opportunities issues within the workplace 	

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