THE DEAN TRUST
Believe Achieve Succeed

Chief Executive: Mr Tarun Kapur CBE
Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of Assessment Support at Ashton on Mersey School, Cecil Ave, Sale, M33 5BP

Salary:	NJC Scale Band 5 Scale Points 19 - 22 (£31,067 - £32,654 FTE)
Start Date:	as soon as possible
Working Pattern:	Full Time, all year round 08:00 am – 16:00pm
Contract:	Permanent
Location:	Office-based at Ashton on Mersey School, Cecil Ave, Sale, M33 5BP

What benefits are offered at The Dean Trust?

- 26/31 days annual leave entitlement (dependent upon length of service)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme (free of charge)
- Cycle to work scheme
- Annual flu jabs (free of charge)
- Access to family friendly policies

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit The Dean Trust

Method of Application
The preferred method of application is electronically via our career's website The Dean Trust Careers All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date
Applications received after the closing time of 08:00 am Monday 14th April 2025 will not be considered.

Interview Date will be Thursday 24th April 2024.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 Jo Kenny Assistant Headteacher or email recruitment@thedeantrust.co.uk you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

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The Dean Trust is a company limited by guarantee.

Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	**Assessment Support**
Reporting to	**Assistant Headteacher**
Main purpose of job	• To support the Assessment Lead in managing all aspects of examinations, assessment, recording and reporting, retrieving and analysing data as required, to ensure available data has an impact across the school. • To support the Assessment Lead in managing the efficient and effective administration of all internal and external assessments and examinations, both general and vocational within the school, including liaising with staff, pupils, parents/carer, invigilators, examination boards, JCQ, other schools/colleges and other educational organisations.

Key responsibilities

- To support the Assessment Lead with arrangements for the overall smooth running of internal and external examinations and assessments, ensuring that all related administration and preparation is undertaken.
- Support the Assessment Lead in leading the school's commitment for reporting accurate data to the Trust, the DfE, the Local Authority and other agencies, for example via the DfE data checking exercises.
- Present, interpret and analyse reports on pupil progress, internal assessment data and examination results for Senior Leadership Team, Governors, Heads of Year and Heads of Department.
- Assist with the secure handling of coursework/controlled assessment marks and samples.
- Ensure annually changing JCQ and awarding organisation guidelines and procedures are followed at all times to meet JCQ inspections and the requirements of awarding organisations, including those bodies outside the remit of JCQ e.g. VTCT, NCFE.
- Assist with handling enquiries from parents, awarding bodies and other outside agencies.
- Support the Assessment Lead with the production of interim and annual reports to parents in all year groups and to use data gathering from the reports.
- Support the Assessment Lead in producing and publishing individual pupil targets for teaching staff at the start of the year.
- Be responsible for the safe receipt and secure storage of confidential materials, including safeguarding of sensitive information regarding candidates.
- Provide staff, parents and other agencies with data on request.
- To support with the production of statutory School Census returns, coordinating with appropriate personnel to ensure data is accurate and complete.
- Continually update the progress pack format for all year groups to meet the needs of key stakeholders.
- Ensure data is user-friendly and relevant to help drive school improvement.

- Produce termly assessment updates for specific groups of pupils for all year groups eg: SEN, CLA & pupil premium, providing key analysis and actions.
- Manage, collate and distribute assessment, conduct and concern reports to parents, Form Tutors and Heads of Department after every data collection.
- Manage the collection of Year 9 options data, ensuring it meets the school accountability measure requirements.
- Assist in CATS administration by purchasing tests, setting up pupils and distributing results to interested parties.
- To ensure all data is supplied in advance of Pupil Progress Evenings and provide support where required.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the school performance management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the school and beyond.
- To represent the school at events as appropriate.
- To support and promote the school ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.

Person Specification

Education and qualifications	**Essential** • A good level of general education including GCSE Mathematics and English Language A*-C, or equivalent. **Desirable** • A Level qualification, or equivalent. • Ability to undertake further training and development as required.
Experience	**Essential** • Experience of working autonomously and part of a team, managing own workloads and meeting deadlines, setting priorities and achieving agreed targets. • Experience of producing accurate and timely reports. • Experience of working in a similar role. **Desirable** • Experience of using SISRA Analytics. • Experience of working with various data analysis tools and systems, including uploading data, setting up filter parameters and interrogating data. • Experience of using Bromcom, or similar MIS system, assessment and examination modules. • Experience of working in an education setting.
Knowledge	**Essential** • Knowledge of performance tables and school data. • Excellent working knowledge of Microsoft Office including Word, Excel and Outlook. **Desirable** • Knowledge of Fischer Family Trust/Analyse School Performance. • Knowledge of examination and procedures and systems.
Skills and abilities	**Essential** • High level of attention to detail and accuracy. • Meticulous in approach. • Excellent communication skills and the ability to communicate effectively at all levels. • Make decisions for the effective running of the administration related to examinations and data processes. • Ability to handle confidential issues and materials sensitively and appropriately • Flexible approach to working in a busy office environment. • Ability to work independently, using own initiative or as part of a wider team • Excellent time keeping and record of attendance.