



<b>Post Title:</b>	Data and Examinations Manager
<b>Job Purpose:</b>	<p>To be responsible for the efficient and effective professional administration, organisation and management of internal and external examinations within the school.</p> <p>To be responsible for the management of schools assessment, reporting, recording and tracking systems</p>
<b>Responsible to:</b>	Trust Data and Examinations Manager, Assistant Headteacher
<b>Responsible for:</b>	Examination Invigilators
<b>Internal Working Relationships:</b>	Senior Leadership Teams, Trust Staff and Learners.
<b>External Working Relationships:</b>	Parents and Carers, Examination Boards, FE Colleges
<b>Hours of Work:</b>	<p>37 hours per week</p> <p>8:30am – 4:30pm Monday to Thursday</p> <p>8:30am – 4:00pm Friday</p>
<b>Working Weeks:</b>	Full year
<b>Contract Type:</b>	Permanent
<b>Grade and Range of Post:</b>	<p>Grade 6 SCP 11 – SCP 19</p> <p>Salary SCP 11 £21,748 – SCP 19 £25,481</p>
<b>Current Base:</b>	<p>Tarleton Academy</p> <p>On occasion it may be necessary to temporarily assign you to another site within the Trust to meet operational needs.</p>
<b>Disclosure Level:</b>	This post is subject to an enhanced DBS check

<b>Main / Core Duties:</b>	<p>To lead on the development and delivery of clear data and curriculum processes and to be an efficient part of the school's team.</p> <p>To be responsible for the overall management of pupil data, assessment processes and analysis of a range of data across the school.</p> <p>To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.</p> <p>To be responsible for the efficient and effective running of the school timetable.</p>
<b>Operational Planning:</b>	<p>To prioritise workload efficiently and show resourcefulness when dealing with competing priorities.</p> <p>To manage own workload to ensure timely, accurate and consistent provision of management information is maintained to support key decision-making processes.</p>
<b>Service Provision:</b>	<p>Establish and maintain a central information resource in relation to student prior attainment, performance and assessment tracking data</p> <p>Ensuring pupil data is correct and up to date</p> <p>Manage pupil transfer data (including assessment data) in collaboration with the Local Academy Council, Local Authority and other schools</p> <p>Liaise with teaching staff and school leadership to prepare and maintain school timetables</p> <p>Manage assessment processes that work effectively across the school</p> <p>Oversee the analysis and reporting of key data to the senior leadership team including the tracking of pupil's results against set targets</p> <p>Manage the dissemination of data to support report construction and the construction of individual development plans for pupils (such as Individual Education Plans)</p>

	<p>The analysis of Pupil Performance and Evaluation Data by:</p> <ul style="list-style-type: none"> <li>• Updating the Headteacher's report after each data collection and made available to the Local Academy Council</li> <li>• In response to requests from Senior Leadership Team, Heads of Faculty, Personal Development Team and Director of Student Services, to prepare and present appropriate data related to student performance either for individuals or groups of students together with appropriate data from internal and/or external evaluation reports</li> <li>• To complete a comprehensive analysis of data collected after each assessment series, both internal and external</li> <li>• To produce a range of reports to provide appropriate information for different audiences e.g. Local Academy Councillors, SLT, Faculty Leaders, Progress Leaders and Class Teachers.</li> </ul> <p>Ensure that MIS data is up to date and accurate</p> <p>Liaise with key staff for the academy's census returns, ensuring accurate records are maintained for each pupil and reporting as required to the Department for Education</p> <p>Responsible for the effective operation of the SIMS, SISRA, FFT Aspire and Nova platform and other data management systems and related products</p> <p>Responsible for data security at the school, in line with the Data Protection Act and GDPR.</p> <p>Manage the complete process of student assessment reports to parents termly and produce the data analysis for key staff</p> <p>Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken</p> <p>Liaise with key staff/Heads of Faculty re pupil examination entries</p> <p>Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results</p> <p>Complete examination entries and securely store and send completed examination papers to external examination boards</p>
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	<p>Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with JCQ regulations, examination board rules, coursework requirements</p> <p>Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them</p> <p>Manage arrangements for internal examinations</p> <p>Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery</p> <p>Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere</p> <p>Liaise with the SENCO to ensure candidates entitled to extra support receive the appropriate access arrangements</p> <p>Liaise with key staff and responsible to submit any examination special consideration requests</p> <p>Responsible for the preparation of examination policies in line with JCQ regulations.</p> <p>Responsible for the preparation, organisation and management of examination processes in order to meet the standards of the JCQ inspection team on annual/series basis.</p> <p>Provide data and analysis on examination entries and results.</p> <p>Liaise with key staff in the preparation of an annual awards evening and prepare GCSE certificates for students.</p> <p>Administer a small budget and directly supervise a small support team</p> <p>Oversee the maintenance of attendance, pupil performance and examination data within the school</p> <p>Manage the examinations budget and recover monies from candidates or absentees</p>
<b>Service Development:</b>	<p>Responsible for the development of staff training for SIMS and its associated products</p> <p>Develop and deliver data systems which meet the needs of teachers, parents, students and administrative usage and to ensure that these systems are effectively delivered.</p>

<b>Staffing and Staffing Development:</b>	<p>Responsibility for the Exam Invigilators.</p> <p>To identify training needs within the invigilator team and provide/source appropriate guidance and training or make other suitable recommendations for action.</p> <p>Supervise team members, ensuring work streams and activities are allocated correctly and performance expectations are met.</p> <p>Liaise with the Finance, HR, Estates and IT colleagues to facilitate the smooth running of internal and external examinations within the school.</p>
<b>Recruitment / Deployment of Staff:</b>	<p>To manage the recruitment, induction, probation, appraisal and continuing professional development of direct reports and the wider team as directed/required.</p>
<b>Quality Assurance:</b>	<p>To maintain an understanding of ESFA educational policy, procedure and regulatory guidance.</p> <p>To maintain an understanding of Academy and Trust procedures.</p> <p>To identify and highlight any breach of the Trusts policies and procedures and legislative requirements/obligations.</p> <p>Ensuring compliance with statutory returns and requirements.</p>
<b>Management Information and Administration:</b>	<p>To maintain the confidentiality of all personal and financial information relating to the activities of the Trust and related parties (commercial and non-commercial).</p> <p>Ensure compliance with the requirements of GDPR and the Data Protection Act 2018.</p>
<b>Communications:</b>	<p>To ensure all communications with service users and stakeholders reflect the culture and values of Endeavour Learning Trust.</p>
<b>Marketing and Liaison:</b>	<p>Develop, nurture and maintain the positive image of Endeavour Learning Trust.</p> <p>Attend all functions and meetings as directed by line manager to support the delivery of the role and promote the values of Endeavour Learning Trust.</p>



<b>Management of Resources (Other than People):</b>	<p>To take responsibility for the safe use and safe keeping of all resources provided.</p> <p>To constantly strive for value for money and greater efficiency in the use of public and charitable funds and donations.</p>
<b>Corporate Responsibility:</b>	<p>To abide by and implement all policies and procedures of Endeavour Learning Trust, including being aware of and responsible corporately and individually for Health and Safety.</p>
<b>Other Specific Responsibilities:</b>	<p>To contribute to the overall aims and objectives of Endeavour Learning Trust by ensuring the core values are exemplified in your attitude, language and behaviour.</p> <p>To continue personal development in areas relevant to your role and to participate in staff performance management and appraisal reviews.</p>
<b>General Statement:</b>	<p>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.</p>
<b>Safeguarding:</b>	<p><b>Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</b></p>
<b>Date:</b>	<p>November 2020</p>