

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title:**  **Exams Officer. Careers Leader and Community Liaison.** | **Salary Range:**  GR3 |
| **Accountable to:**  **Deputy Headteacher.** |  |

**Job Purpose**

* **This position has three distinct responsibilities:**
* As Exams Officer, to be responsible for the administration of external exams. To communicate with all the appropriate exam boards and ensure staff are informed of all relevant information received from the exam boards
* As Careers Leader, to be responsible for providing impartial careers education, advice and guidance to students. To advise on the delivery of whole school careers education and ensuring students have a wide range of opportunities and experiences to help inform their decisions
* As Community Liaison, to be responsible for forging and developing strong local community relationships. To identify and manage community opportunities for students and support when required to ensure to good name of Jewellery Quarter Academy
* Report as appropriate to the Deputy Headteacher
* To ensure compliance with all policies and procedures relevant to the position

**Responsibilities**

**Exams Officer.**

* Liaising with a wide range of internal and external stakeholders, including students, parents, Heads of Departments, Heads of Years, teachers, reception staff, site staff, IT staff and awarding organisations
* Undertake all relevant training to ensure awareness of examination changes each academic year
* Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
* Updating examination-related policies
* Managing the examination entry process, including gathering information from teaching staff to ensure that students’ examination entries are made correctly and on time, making amendments/withdrawals etc.
* Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
* Supporting the process relating to access arrangements (for example; supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.)
* Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
* Contingency planning
* Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
* Dealing with requests and administering post-results services
* Issuing examination certificates

**Careers Leader.**

* Provide good quality impartial careers guidance to students in line with all statutory guidance
* To ensure all statutory, monitoring and inspection information and administration is accurate and up to date
* To meet with individual or groups of students to provide more personalised guidance
* To organise school events and visits to provide further specialist guidance from professionals across a range of careers
* To lead on work experience for students
* To develop information resources for students
* To liaise and negotiate with organisations that can provide opportunities for students
* To keep up to date with employment opportunities and labour market information and developments to be able to provide relevant information to students

**Community Liaison.**

* To work closely with a range of local community groups and organisations to identify opportunities for students and provide support for them when appropriate
* To promote the good name of Jewellery Quarter Academy and work with the local community to uphold this reputation

**This role requires flexibility as there will be times when working outside normal school hours is required**

*The above is not exhaustive and maybe amended commensurate with the post holder’s salary and grade as required by the Headteacher*