

**Job Description – Examinations and Deputy Cover Officer**

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| **Department** | Teaching and Learning |
| **Grade** | Grade 8 (subject to moderation) |
| **Working Hours** | 37 Hours per week Term Time Only Plus 8 Days  08:00 to 16:00 Monday to Friday  5 x One hour lunches and annual leave must be taken during period of school closure |
| **Line Manager** | Associate Manager (Data) |
| **Accountable to** | The Senior Leadership Team / The Governing Body |
| **Line Management Responsibility for** | None |
| **Relationships** | The Leadership Team, Staff, Students, Parents, Governing Body, Examination Boards, Supply Agencies and Local Authority Personnel |

The success of our service delivery is based firmly in mutual support and team work and this is reflected in the cross over of some duties from time to time.

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| **JOB PURPOSE**  To be responsible for and manage the coordination of all examination arrangements  To be the deputy cover manager.  **Specific**  **Administration:**  **Examination Officer:**  To be responsible for the management and coordination of the school’s examination entries, (both internal and external), from initial entry through to management of results, for both Key Stages, to include: -   * provide the Business, Resources and Operations Lead with accurate budget projections for examination entries * monitor the examinations budget and inform the Business, Resources and Operations Lead if there is a likelihood of an overspend on original budget set * ensure examination deadline entries are met to ensure there is no charge to the school for late entry fees * input of estimate/final entry data/coursework and other data input as required, in liaison with key personnel * organisation of invigilation rotas in accordance with examination regulations * coordination of invigilator deployment * training of invigilators to ensure efficient and effective execution of examinations in accordance with examination regulations * liaison with examination boards and JCQ officials, NAA and OFQAL officials to ensure that all regulations are met * liaison with external agencies in relation to supporting students taking examinations off-site (e.g Hospital, EPRU) * liaison with SENco and the person responsible for special examination arrangements to ensure that provision is made for students with Special Educational needs. * liaison with heads of faculty/departments to determine any particular requirements for their subject examinations and to ensure appropriate preparation of the examination room * receive and store examination papers appropriately and in line with examination regulations * open and check materials received, allowing sufficient time to identify and resolve discrepancies, in accordance with the examination board regulations * supervise the admission of the candidates to the examination room * delegate the distribution and collection of examination papers * ensure efficient timekeeping of the examination process * supervise the candidates ensuring that regulations on conduct, communication etc., are strictly observed * respond to candidates queries in accordance with examination regulations * ensure any behaviour issues are dealt with line with school policy and ensure any breaches of conduct are dealt with and reported, in accordance with examination board and school policy * arrange escort for any student who may need to leave the examination room in an emergency * To research and analyse problem solving solutions and/or strategies to increase school improvement – examination process related. * To lead and manage the exam results day and mock exam results days * To work with the AHT curriculum to ensure all polices related to the role are up to date and meet statutory guidelines.   To provide pastoral support for students preparing and taking examinations. This to include:   * Mentoring key pupils * coordinating support services for students suffering medial needs before or during examinations * dealing with student stress * coordinating the revision sessions and events to support pupil with exam stress * providing support for students to enable them to perform at their best during examinations * dealing with pastoral issues during examinations * first point of contact with regard to discipline and medical incidents (within the examination setting) * To liaise with parents whenever this is necessary as a result of pastoral issues and in relation to students who require special consideration and support both before and during examinations * liaison with site management staff to ensure the examination room is prepared for examinations and clear and tidied in readiness for the next examination * sort, package and dispatch examination papers to the nominated markers * make full arrangements for examination results day ensuring sufficient staff are in attendance to facilitate the needs of the school, students and press * to manage the process of requests for appeals from parents and/or staff * to handle all complaints in respect of examinations * to organise certificates for Presentation Evening * to lead on the planning and coordination of Y11 presentation evening.   **Deputy Cover Manager**: -  To be the deputy for the management of the cover both teaching and non-teaching, **in the absence** of the Cover Manager to include: -   * liaison with the Local Authority and Staffing Agencies to secure high quality staff for times of staff absence * ensure the staff cover rota is complete and distributed in a timely manner to ensure a prompt start to the teaching day * liaison with the finance department to ensure procedures are in place for accurate coding and dispatch to the local authority * ensure the recording of such practice is passed immediately to the Business & Resource Operations Lead for appropriate recording and filing * To attend the operational leadership team meeting in the absence of the Cover Manager.   **Pastoral:**   * To undertake lunchtime supervision duties ensuring good relationships are built up with students to enhance behavioural expectations and management. * To support students on the School Assessment for Learning Days. * To prepare, provide and check documentation in relation to Educational Visits adhering to policy and practice. * When required to accompany an educational visit, to undertake supervision of students as directed by the party leader.   **Health & Safety**   * To complete all training briefs which are issued as part of our H & S awareness programme in a timely manner. * To ensure you are responsible for your own health & safety and that of others within the school environment. * To assist with regular health & safety checks on equipment and furniture within your working area. * To prepare, provide and check documentation in relation to Educational Visits adhering to policy and practice. * When required to accompany an educational visit, to undertake supervision of students as directed by the party leader. * To be roll call officer as part of the emergency evacuation process   **Information Communication Technology:**  **Microsoft Application**   * To be proficient in the use of ICT to facilitate preparation of materials to support teaching and learning. * To keep pace with developments in software to facilitate vibrant and innovative delivery of subject content and to advise teaching staff of findings. * To have input into the design of Web Site entries for your related faculty. * To be proficient in the use of email and internet research.   **SIMS**   * To accrue a sound knowledge base in the operation of SIMS to facilitate effective and efficient information retrieval. * To undertake data input for related faculty, as required.   **Other:**   * To support with the production of display areas. * To attend and be prepared for relevant meetings. * To be aware of and support whole school policies, practice, procedures and issues, with particular regards to Safeguarding and Data Protection. * To participate in training and other learning activities, including sharing of good practice and participation in internal training sessions, as a commitment to the Investors in People National Standards. * To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Head Teacher or nominated representative (in conjunction with the post holder).   **Control of Resources:**  Examination Expense Budget  Examination Resources and consumables  Computer equipment and software |

**Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.