

JOB DESCRIPTION

JOB TITLE	Examination, Assessment and Curriculum Officer
GRADE	Grade G - £21,166 - £23,836 pa (£18,124 – £20,410 pa this is the pro rata salary for term time plus one week).
HOURS	37 hours per week, TTO plus one week (to support with exam results) Monday – Thursday 8:00am-4:00pm and Friday 8:00am-3:30pm (with a half an hour unpaid break each day)

Job Purpose:

- With the support of the senior leader responsible for data and assessment, to ensure the effective and efficient provision of information and systems relating to data and assessment.
- To ensure the accurate and timely input of information onto systems.
- To generate and maintain performance data analysis and advise school leaders.
- To co-ordinate the compilation and distribution of student reports.
- To support with the school examination process.

Duties and Responsibilities:

OUTLINE RESPONSIBILITIES AND TASKS

Assessment

1. To undertake the completion of government checking exercises in accordance with the checking schedules e.g. provisional in June, reconciliation of progress 8/Assessment 8 to DfE data.
2. To efficiently input all school data using the most effective systems and liaise with staff as appropriate. This will include the transfer of fine KS2 data from FFT Aspire to SIMS/Go4Schools, downloading FFT Aspire subject target for KS4 year groups and other such processes as may supersede these.
3. To provide data for the inspection dashboard and provide and verify management information to various stakeholders including the headteacher, leadership team, governors, the LA, DfE and EFA. This may included statistical information as required such as absence, behaviour, pupil retention, SEN data, exam results, ethnicity and travel to school information.
4. To collate, produce and distribute annual student reports for all year groups. This will include the collection of 'working at' grades, targets, teacher comments, attitudes to learning and behaviour data in a timely manner to ensure there are no gaps in information prior to printing and binding.
5. To produce and maintain comment banks and produce KS3 interim reports for progress leaders/form tutors and other interim reports as required in accordance with the school schedule.
6. To provide target setting for all key stages using relevant national and local sources.
7. To develop support staff involved with data input on a daily basis, providing in house training as appropriate.
8. To ensure the set up and maintenance of all information as required on Go4Schools which will entail the upload of targets, markbooks/marksheets, attaching qualifications to courses, creating feed rules, responding to ad hoc queries.
9. To undertake 'end of year' procedures, creating backups and setting up new academic years.
10. To prepare for analysis all results for key stage assessments and public examinations.

To support in:

1. Collating syllabus data to plan exam seasons
2. Importing and setting up base data
3. Making examination entries/seating of candidates/issuing of exam entry and timetable paperwork
4. Co-ordinating the exam timetable
5. Processing on line applications for special considerations
6. Importing results data into SIMS and Go4Schools
7. Providing end of year statistics for leadership team and other staff
8. Administering the post results services e.g. remarks, copy scripts
9. Issuing exam results/certificates
10. Setting up mock exam seasons /timetabling exams/issuing of paperwork
11. Providing end of year exams data to ALPS for provision of ALSP reports.

Curriculum/Timetable

Work with the Senior Leadership to:

1. Produce the annual timetable. This will include timetable design, class lists, staffing and rooms.
2. Produce an options process which includes the organisation, collection, collation and analysis of options data to enable the construction of a workable timetable
3. Maintain the timetable changes in relation to students, staff, rooms etc. and to ensure that information is up to date and reliable.
4. Responsible for Options Management, including the monitoring to ensure that all students have been through an option process
5. Use available data to create suggested timetables for in year admissions or changes to students studying a full timetable.
6. Responsible for undertaking the administration relating to Nova T6 and Go4Schools systems.

To undertake the monitoring of:

1. Course manager in SIMS
2. KS4 allowable qualifications to ensure DfE requirements are met
3. Pupil premium student history (FSM on/off)

General

1. Treat with confidentiality any personal, private or sensitive information received and in accordance with the Data Protection Act.
2. Attend and take accurate notes of meetings ensuring they are checked before appropriate distribution/recording.
3. Work collaboratively with staff across the Trust.
4. Carry out other duties as may reasonably be required from time to time to meet the evolving nature of the Trust.



5. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, prevent, data protection, finance and health and safety procedures and other staff policies and procedures.
6. To be accountable for promoting and safeguarding the welfare of students responsible for or in contact with.
7. Any other duties as within the scope and spirit of the job purpose, the title of the post and its salary grading.
8. To participate in the annual appraisal process.