

W I T H I N G T O N G I R L S ' S C H O O L



RECRUITMENT PACK: E X A M I N A T I O N S O F F I C E R

ABOUT WITHINGTON GIRLS' SCHOOL

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small, with 719 pupils in total with 148 in the Junior School (Years 3 - 6), 427 in the Senior School (Years 7 - 11) and 144 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and HMC (The Heads' Conference).

Pupils come from a wide geographical area around Greater Manchester and Cheshire, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, around 100 means-tested bursaries are offered each year according to need. The Governing Body is strategically focused and highly supportive of all areas of the School.

A FOCUS ON EXCELLENT TEACHING AND PASTORAL CARE

The School's A Level and GCSE results are outstanding, with Withington ranked consistently in national league tables as the top independent school in the North West of England. The Sunday Times' prestigious schools guide, Parent Power, named Withington the North West Independent Secondary School of the Year 2020, 2022 and 2023 and North West Independent Secondary School of the Decade in 2021. Withington has been listed in the annual Tatler Schools Guide to the UK's top independent schools since 2012.

Girls who gain a place as a result of the entrance examination normally take GCSE/IGCSE examinations in 9/10 subjects, followed by 3 or 4 A Levels. An exciting and varied Enrichment programme offers Sixth Formers core elements such as PSHE, financial literacy and professional skills plus a range of choices from computer coding and languages, to mosaics, mindfulness and cooking and preparing healthy meals. In addition to the Enrichment Programme, which all Sixth

Formers follow, many also complete an Extended Project Qualification (EPQ). Studies are directed towards encouraging a love of learning for its own sake, frequently going beyond the confines of the examined curriculum, as well as towards the ultimate goal of University entrance, including Oxford and Cambridge.

The excellent quality of teaching and pastoral care is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times; the relationship between pupils and staff is a particular strength of the School. The School runs on 'the 3 Rs' of Respect for self, Respect for others, and Responsibility for personal actions and its pupils thrive within the warm, friendly and supportive environment.

Preparation for life after school starts early and involves a programme of careers advice, work experience and UCAS application guidance. Older pupils work with younger pupils in numerous ways, through the House system, extra-curricular activities, peer support and mentoring.

A BREADTH OF ACTIVITIES

Academic excellence is secured alongside an extensive range of extra-curricular opportunities, including Music, Drama, Sport, the Duke of Edinburgh's Award, Young Enterprise Scheme, Model United Nations, Debating and Robotics Clubs, to name but a few. Sixth Formers volunteer as assistants in local primary schools, residential homes, hospices and hospitals.

All pupils, throughout the School, engage in charity fundraising, collectively raising around £30,000 each year. There are special links with local charities, Wood Street Mission and The Booth Centre, The Christie hospital, two schools and a hospital in Kenya and a school in Uganda. Groups of Upper Sixth Formers engage in voluntary projects in The Gambia and Uganda and pupils take part in World Challenge, or similar, expeditions. Academic departments offer subject-related trips and activities in addition to cultural trips at home and overseas.



ABOUT WITHINGTON GIRLS' SCHOOL

AN INVESTMENT IN FACILITIES

The School enjoys excellent facilities and has an ongoing programme of major developments. Recent projects have included a purpose-built Junior School building, a central, enclosed 'Hub' area at the heart of the school and an expanded and refurbished suite of university-standard Chemistry laboratories, all of which were completed in 2015.

During 2018 a significant new sports facilities development was completed, reflecting the school's ongoing commitment to the promotion of physical activity for girls, one of the school's founding principles. In 2019 the outdoor netball courts and all-weather pitch were resurfaced to a high specification, bringing Withington's sports facilities to an excellent standard across all areas. Outdoor fitness equipment - also installed in 2019 - has provided an innovative facility that benefits fitness, wellbeing and social interaction for senior pupils.

In 2022 the school opened refurbished and extended dining facilities, a new conference suite, Learning Support area and accompanying offices. This reflects our commitment to providing the best facilities we can for our pupils, staff and all in the Withington community.

A WELCOMING COMMUNITY

The Development Office has strong links with alumnae as well as former and current parents and staff and has been successful in raising substantial amounts for the Bursary Appeal, for the new Chemistry laboratories, Sports facilities and for an Annual Fund which enables enrichment activities for current pupils. Withington Onwards (the past pupils' association) and the Parent Teacher Association are active in, and committed to, supporting the School socially and financially. There are also close links with the local community including, for example, a range of Saturday morning lessons run by the School for gifted and talented boys and girls from local primary schools under the SHiNE Together programme and an annual event involving a number of primary schools across Greater Manchester known as *Manchester Sings*. Visitors often comment on the special atmosphere they find at Withington. We are extremely proud of our consistently outstanding record in public examinations and places gained at the most selective universities but also of the happily informal atmosphere, thriving co-curricular programme, community spirit, alumnae network - and engagement with education in its broadest sense which characterise this unique environment.

True to the vision of our Founders, our pupils aim high, have boundless opportunities to discover their talents and develop a strong sense of responsibility. We value individuality, celebrate diversity, encourage our pupils to think for themselves and to understand the importance of tolerance and teamwork. It is our aim that our pupils leave school at ease with themselves, socially aware and ready to face with confidence the challenges of life beyond.



Leading
Independent
Schools



SCHOOL ETHOS

At Withington, we aim to create an environment in which all pupils are supported and encouraged to reach their full potential, academically, socially and personally. True to our founding principles, we are a school where the pleasure of learning is its own reward. The Withington ethos recognises that understanding the value of learning and knowing how to learn sustains and enriches us throughout our lives.

The golden rule of respect for self, respect for others and personal responsibility underpins our school community where diversity is celebrated, teamwork valued, and every pupil is encouraged to play her part, older pupils and alumnae providing inspiring role models.

Combining a wealth of extra-curricular activities with an exceptional academic experience, each girl has the opportunity to develop her talents, skills, interests and character, as well as a strong sense of responsibility which extends beyond the classroom and into the wider world.



AIMS OF THE SCHOOL

1

TO SUSTAIN...

...an innovative and inspiring place of learning where our pupils grow into resilient, independent lifelong learners, curious and passionate about their world

2

TO NURTURE...

...our pupils' personal development and character, promoting respect and responsibility, enabling our pupils to thrive and to meet challenge confidently, compassionately and collaboratively

3

TO SUPPORT...

...a diverse, inclusive and open-minded school community and to work in partnership with local, national and international organisations for the benefit of our pupils



JOB DESCRIPTION

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

| | |
|---|---|
| JOB TITLE: | Examinations Officer |
| HOURS: | 31 hours per week (an average over the academic year), 42 weeks of the year. |
| REPORTING TO: | Deputy Head Academic |
| DEPARTMENT OVERVIEW: | The Examinations Department is run by the Examination Officer with the help of a part time Assistant Examinations Officer and a number of examination invigilators who work on a casual agreement. All aspects of examinations must be covered by both officers. The ethos of the department is to provide a calm, fair and safe environment for the students during all examinations, in line with JCQ Rules and Regulation, the Equality Act and the School Policies. |
| ROLE OVERVIEW: | The main role of the Examinations Officer is to ensure the smooth, successful and cost effective running of all aspects of the examination system at Withington Girls' School and to provide a reliable results service for the public examinations. To achieve this, the Examinations Officer is expected to be fully competent in all aspects of the administration and efficient running of the examinations system. |
| CHILD PROTECTION & SAFEGUARDING: | <p>Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.</p> <p>It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with the Withington Girls' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p> |



JOB DESCRIPTION

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

MAIN DUTIES & RESPONSIBILITIES:

1. To be responsible for all administration related to external and internal examinations and assessments, and University Admission Tests, in consultation with the Headmistress and Senior Leadership Team as the need arises.
2. To coordinate arrangements for examination entries and fees where appropriate; invigilation and conduct of examinations; storage and security of examination papers and storage of scripts.
3. To organise all the arrangements for school examination week in conjunction with the Assistant Examinations Officer.
4. To run pre-examination meetings with the year groups to provide overview of the examination procedures, JCQ rules and regulations and relevant school policies.
5. To be responsible, in conjunction with the Systems Administrator, for the regular maintenance of accurate up-to-date data relating to public examination entries and results on the main WGS database.
6. To liaise with JCQ and the Awarding Bodies regarding any examination issues which arise, for example rules and regulations, complaints, withdrawals, enquiries regarding results.
7. To act on behalf of, and be the main point of contact for, the Centre in matters relating to the general administration of awarding body examinations and assessments
8. To keep the Senior Leadership Team (SLT) and Heads of Department up to date with relevant JCQ booklets and any changes in JCQ rules and regulations and to ensure that examination policies are checked by the Head of Centre on an annual basis.
9. To collect and analyse examination results from public examinations and to produce and present the centre statistics to the SLT.
10. To lead and manage the examinations team; act as line manager for the Assistant Examinations Officer and the invigilation team, and ensure that the invigilation team is fully staffed and meeting on a regular basis.
11. To ensure that the Assistant Examinations Officer is kept fully informed on a regular basis and work hand in hand during internal and external examination periods.
12. To ensure the invigilation team is trained and updated on all relevant changes to the ICE booklet, holding regular meetings to discuss exam matters and ensure all understand Data Protection & Equality Act
13. To liaise with Heads of Department on all relevant examination matters, particularly estimated entries, entries and resits.
14. In conjunction with the Assistant Examinations Officer, to provide in a timely manner to all teaching staff, an invigilation timetable and arrangements for examinations.



JOB DESCRIPTION

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MAIN DUTIES & RESPONSIBILITIES:

15. To liaise with the Head of Learning Support and maintain a full understanding of Access Arrangements.
16. To attend such meetings and training sessions as deemed necessary in carrying out the role of Examinations Officer; and in particular those organised by JCQ and the Awarding Bodies.
17. To be familiar with the JCQ rules and regulations and keep an updated knowledge of the CAIE/JCQ examination booklets; to support the Head of Centre in ensuring the centre is compliant with the CAIE/JCQ regulations and awarding body requirements in order to ensure the security and integrity of assessments at all times
18. To maintain an appropriate working environment in accordance with the School's Health and Safety procedures.
19. To ensure full availability during critical periods such as August to run the collection and analysis of results for the external examinations and begin the Enquiry About Results process.
20. To undertake the role of SAT Supervisor for open SAT admissions tests for US Universities. This is undertaken currently as three one day sessions in October; December; and January.

BENEFITS OF WORKING AT WITHINGTON GIRLS' SCHOOL:

1. Lunch is provided daily
2. A competitive salary based on the Withington Girls' School scale, commensurate with the qualifications and relevant experience of the candidate
3. Workplace pension with 3 x death in service benefit and a 10.6% employer contribution
4. Free use of the School gym following an induction
5. The School promotes a happy, professional and stimulating work environment



PERSON SPECIFICATION

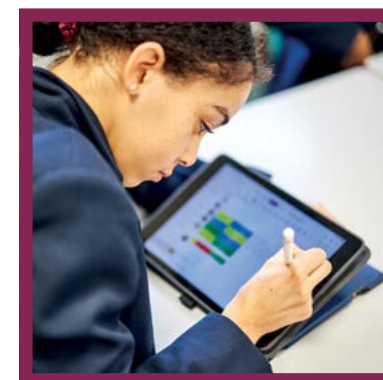
| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|--------------------|--|---|--|
| QUALIFICATIONS | <ul style="list-style-type: none"> GCSE at Grade C or above in English and Maths or equivalent level of competency | <ul style="list-style-type: none"> High level of education | <ul style="list-style-type: none"> Production of the Applicant's original education certificates |
| EXPERIENCE | <ul style="list-style-type: none"> Significant administrative experience Proven ability in the management of information systems | <ul style="list-style-type: none"> Experience of working in an Examinations Department as an Assistant or Examinations Officer Experience of working in a School, showing an understanding of the education system and how a school year runs | <ul style="list-style-type: none"> Contents of application form Evidence of results achieved Interview Professional references |
| SKILLS & KNOWLEDGE | <ul style="list-style-type: none"> Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities A commitment to and understanding of safeguarding and child protection procedures and the welfare of children Awareness of current best practice in examination system Good organisational skills Ability to work well under pressure, meet deadlines and effectively delegate Excellent communication skills both orally and in writing Ability to problem solve and manage change Ability to understand, analyse and interpret data, making the information meaningful Good level of IT literacy Excellent communication skills | | <ul style="list-style-type: none"> Contents of application form Interview Professional references |



PERSON SPECIFICATION

PERSONAL COMPETENCIES & QUALITIES

| ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|---|-----------|--|
| <ul style="list-style-type: none"> • A passion for helping children and young people to thrive and fulfil their potential • High level of personal integrity, loyalty; sound judgement • A flexible, pragmatic, determined approach • High level of professionalism in all respects • Empathy with pupils, colleagues and parents • Ability to inspire confidence and trust • The ability to reflect and review; a commitment to continuing to develop professionally • A commitment to the values and ethos of the School • Ability and willingness to participate in and contribute to the wider life of the school and school community, being a positive ambassador for the school in all respects • High levels of emotional intelligence • Enthusiasm, energy, stamina, resilience • A sense of humour and optimistic outlook | | <ul style="list-style-type: none"> • Contents of application form • Interview • Professional references |



THE SUNDAY TIMES SCHOOLS GUIDE

Alastair McCall, Editor of The Sunday Times Schools Guide, Parent Power, on Withington being named Northwest Independent School of the Decade in November 2020.

"This... accolade acknowledges the consistent academic excellence achieved by the school over the past 10 years, when it has finished as the top-ranked independent school in the Northwest in our annual Parent Power rankings every year."

"This has been achieved without creating an academic hothouse. Girls thrive in a supportive, caring environment, where they are encouraged to contribute to school life in myriad ways, not just in examination halls. The school's commitment to accessibility through a generous bursary scheme sees many study here for reduced fees - or even no fees at all. The diverse community of more than 700 girls leave the school ready to take their place in the world and become leaders in their chosen fields, as so many of their predecessors have done."

TATLER SCHOOLS GUIDE 2021

"This is a decidedly academic yet happily informal girls' day school that celebrates diversity and individuality. Thanks to its generous bursaries, Withington is a melting pot of different cultures, religions and backgrounds - a microcosm of Greater Manchester."

"There may not be a 'typical Withy girl', but there is a Withy state of mind: an intellectual curiosity and an unwavering commitment to the principles of respect for self and respect for others."

GOOD SCHOOLS GUIDE REVIEWS

Junior School:

"This is a warm and happy junior school where girls who love academic learning thrive and reach their potential while immersing themselves in enriching interests and challenges across arts, music and sports."

Senior School:

"A school with dazzling academic results which seeks to empower girls to think independently, cultivate wide-ranging interests and embrace challenge. Girls who have a deep thirst for knowledge and learning will absolutely fly at this impressive high-performing school."