



"Everything matters, at all times"

Teddington School Data & Exams Manager Recruitment Pack



Welcome from our Headteacher, Paul Grills

Thank you for your interest in working at Teddington School. Since my appointment, I have been actively seeking innovative, enthusiastic and dynamic staff to join us on the next phase of our development and I hope you will become part of our team. This pack has been designed to give you a flavour of what Teddington school has to offer, but I would also encourage interested candidates to visit the school for a tour to see us in action.

 Please click the link icon to watch a film about life at our school

At Teddington School, we ensure that the educational experience all students receive is first class. We firmly believe that every child is entitled to an excellent education, which offers breadth of curriculum, academic rigour, opportunity, and enables students to leave equipped with the skills to succeed in whichever future pathway they choose.

Staff at Teddington maintain the highest standards, have a positive outlook, are inventive in their thinking and adopt a 'can-do' approach. We were judged 'Good' by Ofsted in November 2021 and are looking to the future as we work with the whole community and strive for even greater success. We are committed to identifying, developing and retaining talent amongst our staff with a bespoke CPD package in place for all of our team.

Our school is located on a modern and attractive campus that overlooks the River Thames. Inside our school, you will find a professional working environment with a calm and caring atmosphere based on mutual respect between all stakeholders. We pride ourselves on the fundamental principle that teachers have the right to teach and students have the right to learn.

We are proud to be part of The Bourne Education Trust (BET) - a successful multi-academy, across primary, secondary and special education. BET continues to grow a community of like-minded academies with the highest aspiration and dedication to achieving the best outcomes for their learners. They understand that people are the key to success and for this reason, believe in creating great places to work where people feel supported and encouraged to be the best they can possibly be. Staff within their schools can expect to be challenged and motivated to achieve their ambitions, and such is the scale and scope of the Trust's school-to-school support work, successful candidates can expect to receive rapid promotion either through direct placement or via secondments from their home school. As part of BET, we also recognise the hard work of our team by our extended holidays and a well-structured school day, which really supports work/life balance and flexibility.

If you wish to visit us or have an informal discussion with myself or one of the team about the post before applying, please feel free to contact our HR Officer on 020 8943 0033 or you can email hrdepartment@teddingtonschool.org.

We look forward to your application.

A handwritten signature in black ink, likely belonging to Paul Grills, the Headteacher.

About Bourne Education Trust

Based in Surrey, Hampshire and Richmond, we deliver the very best educational experience for our pupils. It is responsible for the education of approximately 10,500 pupils and employs just over 1,300 staff. The Trust is organised into both phases and clusters to support specialist and cross-phase collaboration.

The size of its schools range from a one-form entry primary to an eight-form entry secondary school with a sixth form. Schools are equally important and carry the same influence in terms of decision-making within the Trust. Each school has its own head and local governing committee. The Trust is led by a team of 5 senior leaders who report to the CEO, Alex Russell.

Since 2012 it has taken 9 schools from special measures or requiring improvement to good or outstanding. The rest have maintained their good status whilst in the Trust. BET has transformed the finances in 12 of its schools so that no school in the Trust is in deficit.

BET's values are summarised by our strapline: **'Transforming schools; changing lives'**. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are **extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff**. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence on the independence/standardisation continuum but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. Where we have centralised, it has not been driven by us but by the legal framework in which we operate and the requirements of the Academy Trust Handbook.



Please click the link icon to visit the Bourne Education Trust website



Our Promise

Every pupil can expect to:

- Be known by our staff
- Experience an aspirational culture in which we refuse to accept barriers to achievement
- Have ambitious targets and access to appropriate resources to support their learning
- Meet and talk with our staff regularly about their learning and progress
- Learn within the classroom with appropriate support and to receive extra help when necessary
- Have their learning and progress and that of their peers effectively tracked
- Experience peer-to-peer support within the classroom rather than having total reliance on adults
- Experience a caring and supportive culture in which every individual is safe and can thrive.



About Our School

Our Location

Teddington School is situated on the banks of the River Thames, in the London Borough of Richmond upon Thames, in a **£36m modern, attractive campus**. The local area has lots of open and green spaces and has become a desirable area to both have a family but also enjoy the benefits of living close to **Central London and Kingston-upon-Thames**.

 Please click the link icon to access the virtual tour of our school

The school is well serviced by public transport, with Hampton Wick train station a five-minute walk. We offer free car and cycle parking for all staff members.

Our Benefits

- A shorter academic year (36.8 weeks per year) – meaning more holiday time and work-life balance
- Students leave school at 2pm on Fridays, giving the opportunity for an earlier finish
- A twilight CPD programme creating time off in lieu for longer holidays
- A commitment to reducing staff workload
- A 24/7 Employee Assistance Programme to support your mental health and wellbeing
- Visible SLT with an open-door policy to support your day to day
- Outstanding ECT training and support in partnership with the Xavier Education Trust
- Shared resources and lesson planning
- Great opportunities for career progression
- A professional network of over 20 schools across the MAT to share and receive expertise, guidance and support.

“Staff at all levels speak about a clear ‘open door policy’ in the school. They feel that leaders take clear consideration of their workload and wellbeing. They value the training they receive”

Ofsted 2021

 Please click the link icon to access the performance tables for Key Stage 4

 Please click the link icon to access the performance tables for Key Stage 5



“Teaching takes place within a supportive and inclusive classroom environment...Teddington is a caring environment where diversity is recognised and celebrated”

“This is a school where pupils enjoy their lessons, feel happy and feel safe. Pupils are respectful towards one another and value the positive relationships they have with staff”

Ofsted 2021



Advert: Data & Exams Manager

36 hours per week

(Actual hours and hybrid working negotiable)

42 weeks (term time plus four weeks) - 52 (preferred) weeks per year, negotiable

Salary Range: NJC SO1 23-25, Starting Salary: £33,351-£34,341 (FTE)

Teddington School are looking to appoint an efficient Data and Exams Manager to join our thriving school and play a key role in our support team.

As the Data and Exams Manager you will work closely with our Senior Leadership team and will implement, oversee and manage our examinations process, liaising with key staff, students and exam boards. You will lead on the data management processes in the school.

Candidates must be flexible, have good prioritisation and organisation skills and a keen eye for detail. A high level of IT proficiency is particularly important. Team working and leadership skills are important as the Data and Exams Manager will work closely with curriculum leaders and support staff and will recruit and lead a team of casual exam invigilators. The post holder will have contact with students and at times their parents, hence clear communication skills with a calm approach will be vital. Previous experience of data analysis is essential and exams management experience highly desirable.

Please note that there is a requirement that the postholder is available during the two weeks of the GCSE and A Level results in August, and no annual leave can be taken during this period. This role is suitable for hybrid working.

Teddington School is in an exciting phase of development. We are part of the high performing Bourne Education Trust and have recently been judged 'Good' by Ofsted. We are excited to appoint exceptional individuals who wish to make a significant contribution to the learning and lives of our students. We have a proven track record of developing staff and providing an excellent professional experience.

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Interested candidates should complete an application form then email to it to Kim Bradstreet, HR Officer hrdepartment@teddingtonschool.org. Please note that we are unable to accept or consider CVs.

The closing date for applications is **9am on Friday 31 March 2023**. Interviews will be held on **Wednesday 5 April 2023**. We reserve the right to close the advert early, should a suitable candidate be found and we encourage all applicants to apply as soon as possible.



"The value placed on newly qualified teachers is phenomenal. I have never felt like my comparatively few years of experience teaching has ever held me back. I was made to feel as valued and worthy of opportunities in progressing my career as much as any other member of staff"

Hollie Pleavin, Head of Year 7



Job Description: Data & Exams Manager

Grade: NJC 23-25

Hours: 36 hours per week/ 42-52 weeks per year

Responsible to: Deputy Headteacher and Business Manager

Job Purpose:

- To ensure all data held by the school’s Management Information System (MIS) is up to date
- To carry out pupil statutory returns
- To support with the production and maintenance of the school’s timetable.
- To manage and maintain assessment data to enable reports to parents, feedback to staff and work with the appointed SLT lead to provide the data required to aid key decision making about teaching and learning
- To operate as the school’s examination officer and undertake the associated administration including electronic entry and registration for courses for external qualifications and internal examinations and ensuring statutory examination policies are in place

Key accountabilities and specific tasks:

Data Management:

- To manage the school’s Management Information System database maintaining the pupil database and pupil and staff year-end processes, amendments to pupil timetables and maintenance of the accuracy of information on courses in course manager
- Manage the accuracy of information and carry out all pupil-related censuses and statutory returns
- Organise reporting processes including the collecting of data, ensuring all data is entered onto the relevant system, collating and distributing school reports
- Send out timely reminders to all teaching staff of the up-coming deadlines in the assessment calendar, checking and chasing-up of key student assessments from departments
- Exporting and editing data from the school’s Management Information System and the DfE’s Secure Access website
- Maintain the accuracy of information on the relevant DfE governance website
- To manage a coherent and effective data store and archive, ensuring GDPR and data retention principles are followed
- Ensure and manage the smooth transition of all data from one year to the next
- Prepare reports (by individual, class, department, characteristic and year) which provide data on prior attainment, targets, predicted grades and progress
- To act as the schools Data Protection lead – ensuring compliance with GDPR principles and responding to external requests, with support from the Trust.

The Board of Trustees, Local Governing Committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust’s Health and Safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



“I started working at Teddington School in the midst of the pandemic, and although a strange time, I have never felt so supported at work. There is a real feel of team culture, where everyone is happy to help anyone. It is so nice to work at a school where you do feel empowered to take risks in your teaching and are so supported in your own professional development with opportunities available. I am proud to say that I work at Teddington School!”

Rebekah O’Hanlon, Teacher of PE



Job Description (continuation page): Data & Exams Manager

Examinations Management:

- To act as a focal point for examination queries; liaising with staff, students and/or parents as necessary, ensuring that all relevant documentation is processed in this regard
- Responsible for entering of all students for external examinations and submitting of all controlled assessment paperwork in liaison with the Heads of Departments
- To receive, check, securely store and make available examination papers and other material from the examination boards to relevant staff in line with JCQ requirements; despatch exam papers and coursework in line with JCQ requirements
- In conjunction with the line manager for exams, oversee external examinations ensuring they are administered in accordance with JCQ instructions/guidelines
- To work with the appropriate senior leadership team member to arrange exams accommodation, organise invigilation and create exam timetables
- Manage exam/invigilation timetables. Identify and manage any clashes
- To liaise with examination boards and the SEN department with regard to any special requirements on behalf of students and/or amendments; prepare cases for special consideration by the examination boards e.g. in case of illness
- To liaise with Finance regarding the recording of entry fees paid by students, the issue of receipts for the same and the processing of payments for examination board fees
- To issue statements of entry and exam timetables to students; collate and distribute results; check examination certificates when received and prepare these for distribution
- To produce and distribute to staff an annual calendar for exams and related deadlines
- To ensure that downloading of examination results onto the schools MIS occurs and issue results to students and subject leaders
- Provide a post-results service for students and staff, including the submission of result enquiries and appeals
- Prepare accurate examination and statistical information for the purpose of analysis to the Headteacher and other senior staff and the DfE as requested by the Headteacher or their representative
- Prepare and organise everything needed for GCSE results day, including a results pack
- Provide training to all invigilators to ensure JCQ requirements are met.



Job Description (continuation page): Data & Exams Manager

Other:

- Work as part of the school administrative team supporting other parts of the admin function as necessary (this may be to support staff absence or any other circumstances where additional support may be required)
- Support main reception cover, as required
- Fully engage in any training opportunities offered by the school
- Participate fully in the school's Performance Management programme
- Carry out any other duties as reasonably requested by the Headteacher or a member of the Senior Leadership Team, commensurate with the grade of the post



Person Specification: Data & Exams Manager

Person Specification

Essential

- Strong communication skills, both written and verbal
- Experience of working with Word and Excel
- Keen attention to detail
- Ability to work within strict timescales
- Understand the importance of confidentiality
- Ability to work as part of a team
- Plan and prioritise tasks and work under the pressure of a busy secondary school
- Work effectively with other staff members in the school and the wider Trust
- Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary
- Attend training courses considered appropriate for the post.
- Ability to communicate with all levels of staff in a confident, calm and professional manner
- Flexible, adaptable, and able to work using own initiative.

Desirable

- Experience of working with Arbor
- Previous experience working within a school

Personal qualities and skills

Essential:

- Highly developed interpersonal skills.
- Willingness to constructively challenge the work of self (and others) to continually improve own and team performance
- Ability to work under pressure and meet deadlines.

Teddington School has a commitment to placing the promotion of equality, diversity and inclusion at the centre of every aspect of its work and we want all our staff to feel valued, appreciated and free to be who they are at work. Our staff body represents many different cultures, backgrounds and viewpoints, reflecting the makeup of our student population and ensures that all students have role models to guide them throughout their journey at Teddington.




“One reason I love working at Teddington School is the community feel and supportive environment that is built on strong professional relationships and mutual trust between all staff members. Since becoming part of the Bourne Education Trust the professional network of multiple schools working together enables me to carry out my role with greater confidence and there are a wider range of career development opportunities”

Joe Taylor, Subject Leader, Science



How to Apply

Interested candidates should complete an application form which can be downloaded from the school website.

 Please click the link icon to visit the vacancies page to download an application form


Completed forms should be emailed to hrdepartment@teddingtonschool.org marked for the attention of Kim Bradstreet, HR Officer.


Please note that we are unable to accept or consider CVs.

Useful Information

For further information about this vacancy please use the following contact details, quoting Ref: **Data & Exams Manager**.

 Kim Bradstreet, HR Officer

 020 8943 0033

 hrdepartment@teddingtonschool.org

How to find us

 Please click the link icon to access a map of the area

Safeguarding

Teddington School is committed to safeguarding and protecting the welfare and safety of its staff and pupils, and follows safeguarding interview procedures. We expect all candidates to meet the highest standard of safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.



Teddington School Leadership Team



Paul Grills
Headteacher



Karen Barham
Deputy Head



Chris Daniel
Business Manager



Kirk Campbell
Assistant Head



Alison McGrandles
Assistant Head



Kath Corrigan
Assistant Head



Natalie Fenton
Assistant Head



Dale Spick
Assistant Head