



**JOSEPH
CHAMBERLAIN**
SIXTH FORM COLLEGE

Ofsted
Outstanding
Provider

APPLICATION PACK

EXAMS MANAGER

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INTRODUCTION FROM THE PRINCIPAL

Dear Colleague,

Thank you for your interest in the position of Exams Manager at Joseph Chamberlain Sixth Form College. This is an excellent opportunity for a remarkable candidate to work in a large, inclusive and highly successful Sixth Form College near central Birmingham. I am always really proud and excited to be leading our exceptional college, where the staff and students are an absolute pleasure to work with.

Our 16-18 year old students come from diverse backgrounds and, being placed in one of the more deprived areas of the country, presents us with some challenges. However, what makes Joseph Chamberlain College so special, and such an energising place to work at, are the rewards that come from seeing those same students achieve phenomenal success and develop as confident, aspirational young adults who enter Higher Education at the end of two years with us. We take great pleasure in knowing that we make a really positive difference to the lives of hundreds of young people each year, setting them off on the right path to secure excellent careers in the future. In addition, our separate Adult Learning Centre provides an outstanding curriculum at all levels to our local community, with a particular focus on improving the English and maths skills for students whose first language is not English.

Since I joined the College, I have watched it grow from strength to strength. Our achievement rates are extremely high and the progress our students make places us in the top 25% of all school sixth forms, Sixth Form Colleges and FE Colleges in the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection, we were awarded their highest grade of 'outstanding' in all categories. This is, I believe, because our teachers are some of the best in the country and they are relentless in their dedication to our students. Our teachers are also ably supported by fantastic support service teams, who are equally dedicated and committed to the ensuring the success of the students we work with.

I want to continue to appoint positive like-minded individuals, who share a passion for working with young people to transform their lives for the better, who will work with drive and determination to help them achieve and who will care a great deal about their development and well-being. In return, whatever your experience, I will ensure that you are fully recognised and appreciated for this hard-work and benefit from extensive professional development, great career opportunities, first-class facilities and positive support from exceptional colleagues and leaders who care about those they work with.

Finally, I would like to say that I do appreciate your investment of time in exploring the College and, hopefully, submitting an application for this role. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

Tony Day – Principal

ABOUT JOSEPH CHAMBERLAIN COLLEGE

Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers and approximately 700 adults on a separate site.

Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and GCSE programmes to 16-18 year olds; at Entry Level and Level 1, we have an extensive ESOL provision. In addition, our separate Adult Learning Directorate offers classes in ESOL, Literacy, Numeracy and Access to HE in a range of community venues. We also offer Teacher Training in partnership with Birmingham City University. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, additional languages, performing arts, citizenship, and various other student-led clubs/societies.

In 2022, students at Joseph Chamberlain College achieved outstanding exam results, placing us in the top 25% of all schools and colleges nationally for the ninth consecutive year. In our most recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our students that results in an exceptionally high levels of progression to Higher Education. We were featured in the 2019 Parliamentary Review for a second time for best practice in further education and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high impact professional development. As part of a local Teaching Alliance, we support all newly qualified teachers, from both secondary and post-16 backgrounds, to complete their ECT year and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities.

We are an ambitious institution, with a clear strategy to keep being highly successful for our students. Staff, students and visitors often comment on the warm and welcoming atmosphere at the College and the strong sense of community that permeates the organisation.



Our Purpose – What we are here to do

To provide an exceptional educational experience that results in significantly improved futures for all of our students.

Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other, and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our College and our students.

Our Eight Strategic Priorities

Our strategic priorities and associated objectives, seek to realise to realise the mission statement, thereby ensuring that all Joseph Chamberlain College students experience an education of the highest quality and, as a result, have considerably improved future prospects. Our eight strategic priorities are:

1. The Sixth Form College for the City of Birmingham

As the largest provider of academic provision in the city, we will retain our highly successful distinct Sixth Form College identity and ethos, being recognised as an excellent choice for all school leavers who wish to progress to Higher Education in the future.

2. An Unwavering Focus on Academic Success

We will prioritise securing high levels of academic success for all students so that they have significantly greater choices in the next stage of their education and in later life, regardless of prior experience or attainment.

3. Excellence in Teaching, Learning and Assessment

We will ensure that learning, teaching and assessment are consistently excellent across all areas of the College, providing students with challenging, stimulating and inspirational lessons that secure their rapid progress.

4. Powerful Support and Life-Changing Opportunities for Students

We will support our students with compassion, and enhance their lives by ensuring that the student experience develops in them the qualities and skills to embrace future challenges, achieving their full potential along the way.



5. A Positive Focus on Our People

We will establish a talented, hard-working and successful staff body who feel stimulated by their job, happy in the workplace and proud to be part of Joseph Chamberlain College.

6. A Community Learning Provision that Transforms the Lives of Local Adults

We will serve local adult learners by providing them with a range of high-quality community-based courses that develop their skills and confidence to help them unlock their true potential for the future.

7. Highly Effective Management of Finance and Business Operations

We will lead the business of the College with great efficiency so that our finances remain extremely healthy for the future and the operations of our support services align closely with our mission and purpose.

8. An Exceptional College Estate with First-Class Facilities for Students and Staff.

We will invest significantly in the development of the College estate so that all students and staff have access to exceptional accommodation, facilities and resources during their time with us.



JOB DESCRIPTION



Job Description: Exams Manager

Job Purpose and Accountability

The Exams Manager will have responsibility for a range of activities associated with the recording, reporting and administration of all exams undertaken by students at the college.

The College has approximately 2,600 sixth form students studying a variety of courses. In addition, a variety of vocational programmes are studied with examinations throughout the year. The College also has strong community mission and enrolls a further 700 students on a variety of adult learning programmes.

Accountability and Responsibility

Accountable to the MIS Manager. This post will be responsible for Exams Officers/Assistants and Exam Invigilators.

Duties and responsibilities

In the first instance, the duties and responsibilities are listed below. Going forward, as the needs of the college change, the duties and responsibilities within this role may also be subject to further change.

Specific Duties:

- Develop and oversee appropriate and secure systems for the administration of examinations.
- Be familiar with, correctly interpret and ensure implementation of Examination Board regulations and procedures.
- Plan and publicise, each year, to staff and students, the examinations schedule encompassing internal and public examinations, including scheduling of January mock exams.
- Lead and oversee the preparation, planning, collation and processing of examination entries by staff in accordance with awarding body regulations, procedures and deadlines.
- Lead and direct the work of the Examinations Officer/Assistants, providing training and support for given tasks as required.
- Recruit, train, monitor and direct the work of exam invigilators, including agency staff. Ensure timesheets are submitted correctly and in a timely manner. The daily management of the invigilators may be delegated to Exams Officer/Assistant or senior invigilators although ultimate responsibility remains with the post holder.
- Advise staff and participate in the training of staff in the proper operation of examination procedures.
- Take responsibility for the scheduling of time-tabling, and organisation of examination rooms, invigilation, stationery and any other necessary equipment for all examinations.
- Implement appropriate systems and procedures for the receipt, recording and issue of examination results, certificates and associated information.
- Ensure the security of all examination documentation.
- Be the College's principal link with Examination Boards, following up queries from Course Leaders regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by Examination Boards.
- Investigate and document all incidents of malpractice. Report incidents to the exam bodies and liaise with parents, students and members of the Senior Leadership Team, as appropriate.
- Be aware of new developments in examinations policy, methods of assessment, changes in policy and procedures of Examination Boards and other Awarding Bodies and be able to make recommendations to the Senior Leadership Team.
- Liaise between the Examinations Board, learning support team, and any candidate with a support need as to alternative arrangements required for examinations.

- Manage the preparation and collation of exam papers, and the dispatch of exam papers to awarding bodies after exams have occurred.
- Manage the preparation of examination rooms during examination periods, and the organisation of examination material.
- Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team (SLT) and Line Manager and to organise the distribution of results to students.
- To accurately record examination results, ensuring students grades are reflected correctly against the enrolment data.
- Processing applications for special consideration in a timely manner.
- Record and post examination papers complying with the appropriate deadlines and keeping accurate records
- Prepare sessional time-tables for examinations to include examination clashes.
- Ensure that all entry fees levied from students for re-sits are collected and paid to the Finance Department.
- Complete day to day clerical work related to examinations such as, dealing with post, receiving and accurately recording examination fees.
- Manage requests and enquiries from students on all aspects of exam results
- Such other duties as may reasonably be required from time to time.

PERSON SPECIFICATION

The following criteria are used to short-list applicants and to assess candidates. Please show evidence in your application.

***Methods of Assessment:** Application Form (A), Interview (I), Tasks (T), Certificates (C), References (R)

	Essential	Desirable	Method of Assessment *				
			A	I	R	C	T
Education, Qualifications and Training							
Educated to at least A-level standard or equivalent as a minimum.	✓		✓			✓	
Experience and Knowledge							
Knowledge of examination data requirements relevant to College management, academic and external institutions.	✓		✓	✓	✓		✓
Knowledge of examinations procedures, post-16 qualifications, examining boards etc and/or experience.	✓		✓	✓	✓		
Minimum of 3 years exams experience in a school/college.	✓		✓	✓	✓		✓
Experience of managing staff		✓	✓	✓	✓		✓
Experience of database interrogation techniques.		✓	✓	✓	✓		✓
Experience of meeting audit requirements.	✓		✓	✓	✓		✓
Experience of Management Information Systems.	✓		✓	✓	✓		✓
Skills and Qualities							
Good IT skills across a wide range of applications.	✓		✓	✓	✓		✓
A willingness to work in and contribute to a multi-cultural college.	✓		✓	✓	✓		✓
Attention to detail, accuracy, and the ability to present information in an accessible and relevant way.	✓		✓	✓	✓		✓
Ability to prioritise, work under pressure and to specific deadlines.	✓		✓	✓	✓		✓
Good communication skills, especially in the use of telephone and e-mail.	✓		✓	✓	✓		✓
Other							
Be familiar with the requirements of the General Data Protection Regulation (2018).	✓		✓	✓			✓
Flexible attitude to working and working hours.	✓		✓			✓	

FURTHER PARTICULARS



Post Title: Exams Manager

Working Week

Hours of work will be 36.5 per week over 5 days, all year round. The hours will be agreed by the line manager. You will very occasionally be required to work outside normal hours and this will be agreed by negotiation. Please be aware that our term dates fall in line with Birmingham City Council term dates, aside from the summer term. There may be a possible opportunity for occasional home-working or term time only work arrangements, should that suit the successful candidate.

Salary

Salary will be on the Colleges' Support Staff pay point, up to point 28, £39,279 per annum, FTE. Salaries are paid monthly by bank credit on the 25th of each month.

Start Date

As soon as possible.

Holiday Entitlement

Leave entitlement is 22 days per year rising to 25 days after 5 year's service. Support staff are expected to take most of their leave during the normal College holidays and not during term time. The leave year runs from 1st September to 31st August. Additionally, support staff receive 8 public holidays, 2 extra-statutory days and 3 local days to be taken during the College closure at Christmas.

Superannuation

The successful candidate will be eligible to join the Local Government Pension Scheme and you will automatically become a member unless you opt not to join.

Staff Benefits

We offer the following benefits to our staff:

- Extensive professional development opportunities
- Occupational pension scheme (either Teachers' Pension Scheme or Local Government Pension Scheme)
- BHSF – private healthcare insurance plan
- Cycle to work scheme
- Discounted college gym membership
- A clear strategy for the positive well-being of staff

HOW TO APPLY



- Complete the JCC Staff Application Form. Please state clearly on your application the position you are applying for.
- Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
- If you are applying for a teaching or curriculum-based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).
- The completed form should be returned by email to: HR@jcc.ac.uk or by post to:
The Director of HR
Joseph Chamberlain Sixth Form College
1 Belgrave Road
Highgate
Birmingham
B12 9FF
Telephone: 0121 446 2200

Deadline

The deadline for the post(s) is **Wednesday 13th September 2023** (to arrive no later than 12 noon).

Shortlisting

Unfortunately, we will be unable to respond to candidates who have not been shortlisted. Therefore, if you have not heard from us within 4 weeks of the closing date, please assume your application has been unsuccessful on this occasion.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Director of Human Resources.

Rehabilitation of Offenders Act 1974

In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

Disclosure and Barring Service Check

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service (DBS). The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process

Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. The results of these assessments will be used to decide whether to shortlist you further for interview. The interview panel usually consists of three or four members of senior and middle managers.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.

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