



Application Pack

Exams Officer

Childwall Sports & Science Academy

Closing Date: 8:00 am, Friday 16 October 2020

Start Date: ASAP

Scale: NJC Point 12-17

Salary: £22,183 to £24,491

(pro rata salary £11,690 to £12,906)

Contract Term: Term time plus 5 INSET days and an additional 5 days
3 days per week with flexibility to do more days during busy periods/exam season and results days.



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

We Offer

- A Trust with a strong vision and ethos;
- An opportunity to develop your career within the supportive environment of Lydiate Learning Trust;
- Fantastic students and staff who are keen to do well, hardworking, enthusiastic and supportive;
- A supportive and aspirational community;
- A bespoke CPD programme;
- An opportunity to work with the other Lydiate Learning Trust Schools;
- The opportunity to contribute to teacher training via our AMP SCITT.

Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you return an equal opportunities monitoring form and return it with any application you make to LLT.

Welcome



CHILDWALL
SPORTS &
SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

Thank you for your interest in the position of Exams Officer. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply. In return, we can offer the right candidate the chance to be creative and innovative, and offer excellent progression and professional development opportunities. We will support you all the way.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J E Vincent'.

Ms J E Vincent
Head teacher
Childwall Sports & Science Academy

A handwritten signature in black ink, appearing to read 'A Stahler'.

Mrs A Stahler
Chief Executive Officer
Lydiate Learning Trust

How to Apply

Start Date:	ASAP
Closing Date:	8:00am, Friday 16 October 2020
Shortlisting:	Friday 16 October 2020
Proposed Interview Dates:	Wednesday 21 October 2020

Please submit a full application form and a letter supporting your application (Max 2 sides of A4) to quoting 'Exams Officer-CSSA' in the subject line.

Safeguarding

To fulfil our safeguarding requirements, please complete an application form and equal opportunities monitoring in recruitment form, both are available to download from the employment opportunities page of the Childwall Sports & Science Academy website.

Enhanced DBS Check

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures

Job Description

Exam & Data Support Officer

Purpose	To oversee the Academy systems and processes exams and data and ensure high quality systems are in place
Reporting to	SIMS, Data and Exams Manager
Salary	NJC Scale 12 to 17
Main Duties and Responsibilities	<ul style="list-style-type: none">• To work with the Sims, Data & Exams Manager on all aspects of student data.• To assist with the uploading of data on Academy achievement reporting system SISRA.• To assist with collecting data for the Academy's assessment entry system on SIMS.• To work with the Sims, Data & Exams Manager and Academy's Deputy Headteacher on all aspects of student reporting e.g. progress monitoring sheets after each AP point.• Entry, storage, manipulation and analysis of student data as required by the Academy and provide data for external sponsors, DfE etc. as required• To produce reports on exams and achievement, related materials and statistics for communication to students, parents and staff.• To ensure that the Academy complies with the regulations of the Data Protection Act.• To oversee the Academy exam entry systems.• To assist with periodic cleansing of data on SISRA.• To assist with retrieving prior data on students using keys to success website.• To support with the completion of school census & QA accuracy of Post 16 info – working with a range of staff.• To assist with keeping course manager up to date throughout the year.
Examinations	<ul style="list-style-type: none">• Organise and coordinate whole school internal and external exams.• Produce an Examination Policy and review annually.• Management of examination processes as detailed below;• Download Examination Board base data and download and import examination results data on day of release.• Dissemination of results to staff, students and parents.• Reading in result files.• Oversee the reporting on examination and results analysis and benchmarking against national and targeted results.• Organisation of seating plans.• Liaise with Cover Officer regarding invigilators.• Managing examination entries, timetables, resources, conditions/environment and deployment of staff in line with School's Examination Policy and statutory requirements.• Monitoring of departmental coursework processes.• Oversee the production of examination analysis booklet.• Manage effectively the Exam Budget in liaison the Sims, Data & Exams Manager.• Develop on-line testing.

	<ul style="list-style-type: none"> • Monitoring and scheduling of vocational assessment units, vocation course registration documents and centre risk assessment in regard to vocational assessment. • Reporting to Deputy Head on departmental compliance with all standards set by examination boards. • To promote & monitor high standards of Health and Safety in the Exam Venues. • To recruit invigilators when required for exam seasons. • To provide annual invigilation training in line with JCQ requirements. • Submit and record invigilator timesheets. • To share important updates with teaching staff from exam boards. • Provide internal and external deadlines to teaching staff for key points in the exam season. • Work closely with the SENCO to ensure student access arrangements are up to date and applications have been made. • To ensure the exam process and storage of materials are in line with current JCQ requirements.
Assessment, Reporting and Recording (ARR)	<ul style="list-style-type: none"> • To assist with the updating and the extraction of information and reports as directed by the ARR calendar. • To support with the setup of report templates as required in the MIS. • To support the input of all student prior attainment data along with the Special Educational Needs Administrator, SEN and Learning Difficulties and/or Disabilities (LDD) categories. • To produce summaries and analysis of report data. • To ensure information and data for parent reports are completed in time for production and distribution. • To analyse and distribute student attainment data: report grades, examination results, gender information, student groups for use in target setting, prior attainment information, Ofsted analysis, etc. • QA of data in SISRA, ensuring the Academy is using live data from SIMS. • Performance Tables Checking Exercise – to do alongside Deputy Headteacher for ARR. • To update course manager alongside the data manager • To assist in producing and importing student targets for KS3 and KS4 in line with the academy target setting procedure. • To assist the import of KS5 targets.
Student Data	<ul style="list-style-type: none"> • To update all student data. • To assist with the administration of year 9 guided choices process. • To maintain effective and up to date filing systems. • To assist with the admissions process in year 6. • Manage the taking of photographs for new students.
Reporting	<ul style="list-style-type: none"> • Produce standard reports as requested. • Amend/create reports as requested.
General	<ul style="list-style-type: none"> • To understand and apply Academy policies in relation to health, safety and welfare. • Attend relevant Academy meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.

	<ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role, for health & safety in the work place. • Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • SISRA & SIMS Discover – Analysis for audiences.
Team Leader Responsibilities	<ul style="list-style-type: none"> • Supervise invigilators and ensure relevant training is carried out.
Support for the school	<ul style="list-style-type: none"> • Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). • Contribute to the school ethos, aims and development / improvement plan • Appreciate and support the role of other professionals • Attend relevant meetings as required • Participate in training and other learning activities as required • Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours • Accompany teaching staff and students on visits, trips and out of school activities as required
Other Duties	<ul style="list-style-type: none"> • Any other duty deemed commensurate with the pay grade as directed.
Training and Development	<ul style="list-style-type: none"> • To have personal responsibility for your own continuing professional development. • To seek support and guidance for your training and development needs from your Line Manager. • To participate in annual staff appraisal scheme and undertake development activities to achieve personal targets.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

Exam Officer

Personal Qualities	
Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E
Ability to build effective working relationships with all pupils and colleagues.	E
Ability to promote a positive ethos and role model positive attributes.	E
Good personal numeracy and literacy skills.	E
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.	E
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.	E
Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	E
Able to improve their own practice through observations, evaluation and discussion with colleagues.	E
Skills, Knowledge & Experience	
Awareness and basic understanding of school curriculum (with specified age range or subject area).	E
Basic awareness of inclusion, especially within a school setting.	D
Professional Development	
Willingness to participate in relevant training and development opportunities.	E
Confidential References	
Positive recommendation from all referees, including current employer.	E