

Ss JOHN FISHER & THOMAS MORE RC HIGH SCHOOL

| JOB DESCRIPTION | |
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| NAME: | |
| JOB TITLE | DATA AND EXAMINATIONS OFFICER |
| GRADE: | SCHOOL ADMIN OFFICER 5 (GRADE 7, SCP 19 TO 25) |
| HOURS OF WORK; | 37 HRS PER WEEK, TERM TIME ONLY + LAST 10 DAYS AT END OF SUMMER HOLIDAYS + 5 INSET DAYS |
| RESPONSIBLE: | HEADTEACHER, ASSISTANT HEADTEACHER I/C ATTAINMENT, INFRASTRUCTURE MANAGER |
| JOB PURPOSE – MAIN OBJECTIVES TO BE ACHIEVED BY THE POSTHOLDER | |
| <p><u>EXAMS:</u> TO BE RESPONSIBLE FOR THE EFFICIENT AND EFFECTIVE RUNNING OF THE ADMINISTRATION OF ALL INTERNAL AND EXTERNAL EXAMINATIONS WITHIN THE SCHOOL, INCLUDING LIAISING WITH STAFF, PUPILS, INVIGILATORS AND EXAMINATION BOARDS</p> <p><u>DATA:</u> TO BE RESPONSIBLE FOR THE OVERALL MANAGEMENT OF PUPIL DATA AND ANALYSIS OF A RANGE OF DATA ACROSS THE SCHOOL</p> <p><u>SYSTEMS:</u> DEVELOPMENT, MANAGEMENT AND ONGOING MONITORING OF THE MANAGEMENT INFORMATION SYSTEM (SIMS) MANAGEMENT OF ICT ASSESSMENT & DATA SYSTEM AND DATA PROVISION ADVISING SENIOR LEADERSHIP AND SUBJECT LEADERS AS TO THE MEANING OF THE DATA SETS USED WITHIN THE SCHOOL.</p> | |
| MAIN ACTIVITIES | |
| <p>Examinations:</p> <ul style="list-style-type: none"> • Responsible for the organisation and overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken. • Brief candidates/staff/parents/carers on examination regulations and requirements • To liaise with Subject Leaders regarding all aspects of examination entry. To ensure that entries are made in a timely fashion and that all pupils are correctly entered for the necessary units to make up qualifications. • To manage the school's examination seasons, down-loading data from Exam Boards, entering pupils, providing check-lists for staff, providing timetables for pupils, producing seating plans and registers for examination rooms, checking and securely storing scripts on arrival, arranging for dispatch of scripts, all associated relevant paperwork and duties. • To meet with the SENDCo to discuss pupils entitled to Access Arrangements and use evidence provided by the SEND department to secure authorisation for examination adjustments and to ensure these are actioned during examinations in accordance with the Disability Discrimination Act. • Support the Special Educational Needs Coordinator (SENDCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines) • To ensure that Subject Leaders are aware of and comply with relevant deadlines regarding pupil entries, estimated grades, changes to entries and all aspects of controlled assessment and coursework. • To manage the examination budget and recover monies from candidates or absentees • To have an overview of all aspects of Controlled Assessment, specifically despatch in order to meet deadlines. • To liaise with the Senior Site Supervisor regarding the use of rooms. To set up exam rooms in accordance with JCQ regulations and ensure that all necessary information and materials are available for each examination. • To recruit, train and line-manage a team of invigilators and to provide information regarding days/hours worked for salary purposes. • To advise parents and staff on the eligibility of pupils for special consideration and to secure evidence and apply for special consideration as necessary. • To investigate and report to the Examination Boards instances of malpractice during examinations with support from the Head of Centre for examinations. • To produce relevant analyses comparing external examination data with internal tracking data. • To provide information, analysis and reports following the receipt of the GCSE results to the SLT on the school's attainment. To provide printed information for students on individual attainment and information to Subject Leaders on teaching and school achievement. • To administer enquiries about results as requested by Subject Leaders or SLT, communicating with pupils and Exam Boards and securing consent for the process. To inform pupils and Subject Leaders of Exam Board decisions and to amend the school result statistics accordingly. • To complete the DfE checking exercise for examination results and performance tables data. • To register pupils for BTEC qualifications in line with policy. • To be responsible for the organisation and overall smooth running of all internal mock examinations. | |

- To manage the Year 7 CAT tests and import data as required.
- Liaise with SLT Line Manager to use internal data to generate predicted GCSE grades
- To manage and administer Year 7 – 10 internal exams, assessments and tests as required and import data as required.

Data & Systems Management:

- Using 3rd party software analysis applications, maintain up to date pupil academic data on SIMS according to all internal procedures and Data Protection Act guidelines, as designated by the relevant member of SLT.
- In particular to develop, manage and maintain accurate data and effective systems for data collection in the spheres of:
 - Predictive data
 - Assessment Manager module data
 - Academic Monitoring data
 - Reporting (Profiles) processes and data and others as appropriate, including collecting and inputting data, processing data and producing and printing reports according to given deadlines
- Liaison with curriculum departments on the above systems
- Attendance at SLT and Governor meetings as required, presenting reports as necessary.
- Assessment and Reporting Calendar – set up (whole school)
- Manage pupil transfer assessment data in collaboration with Governing Board, Local Authority and other schools
- Liaison with other schools/bodies as needed.
- Manage the dissemination of data to support report construction and the construction of individual development plans for pupils (such as Individual Education Plans)
- Check, collate and distribute pupil reports
- Data entry to support mark books
- To work in conjunction with the Infrastructure Manager to ensure data security at the school, in line with the Data Protection Act
- Maintain pupil setting records and creation of class lists. Communicate set changes to parents.
- Distribute pupil timetables.
- In collaboration with SLT, design, implement and manage the school interim and yearly student reports system including a system for collection, collation and final reporting of progress data. Development and maintenance of a bespoke reporting system to cater for the needs of the school where required.
- Provide training for staff in the use of ICT assessment and data systems in the provision of data.
- Participate in the development and management of assessment recording processes that work effectively across the school
- Assist in the day to day running of the school Synergy management system.
- Assist in the recording of admissions information into the data management system.

Individuals in this role may also:

- Supervise other staff involved in examinations
- Undertake examination invigilation

School:

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skill training and participate in personal/performance development as required
- To take care of your own and other people's health and safety
- To be aware of the confidential nature of issues

Safeguarding Commitment:

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: In addition other duties at the same responsibility level may be interchanged with/added to this list at any time.

Agreed by:

Date: