

JOB DESCRIPTION			
JOB TITLE	Assessment Manager	SALARY	Point 18 £27,344 – Point £29,439 FTE <b>18 hours per week Term Time Only</b> (Actual Salary £11,174 - £12,030pa)
RESPONSIBLE TO	Assistant Headteacher	LOCATION	<b>The Bicester School</b>
DIRECT REPORTS	N/a	TEAM	Administration
LAST REVIEWED	Date: January 2023	Signatures (employee and line manager)	
JOB PURPOSE			
<ul style="list-style-type: none"> <li>Providing high quality administrative support to the Assistant Headteacher with responsibility for Parental Reporting and Academic Standards, coordinating the collection and distribution of assessment and reporting data to parents for analysis by SLT and HODs.</li> <li>Working closely with the Examinations Manager and relevant member of SLT to produce data for analysis by SLT and HODs following internal and external examinations at KS3, KS4 and post 16 qualifications.</li> </ul>			
MAIN DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> <li>Maintenance and management of the academic database using the school's database Progresso and other software such as SISRA.</li> <li>Coordinating the collection and entry of assessment data within pre-determined timescales</li> <li>Reporting to Parents three times a year and collecting one set of data additional internal data for each Year Group as reflected in the school Calendar (using data from Progresso and Epraise. The data from different software packages needs to be merged into one file for the word Mail Merge process).</li> <li>Assisting with managing the compilation of baseline assessment measures and corresponding targets for all students using FFT20.</li> <li>Create, manage, and maintain a complete whole school target setting process using FFT and KS2 data.</li> <li>Responsibility for obtaining KS2 data (when it is not imported along with other admission data) – using Gov.UK website, see if there is any KS2 data.</li> <li>Import information from GOV.UK to Progresso and SISRA when located.</li> <li>Obtaining data from Progresso and uploading to SISRA for each collection of data for each year group.</li> <li>Producing and circulating data analysis reports as required.</li> <li>Provide ongoing analysis of trends in assessment data.</li> </ul>			

- Providing assessment data requested by individual staff where appropriate
- Providing expert advice to senior leaders in relation to strategies and software packages.
- To liaise with HODs, HOYs, SEN and EAL to build subject specific tracking marksheets to raise attainment as required.
- To keep up to date with Progresso software developments.

#### **GROUP/ EMPLOYEE RESPONSIBILITIES**

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS</b>	<b>BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES</b>
<ul style="list-style-type: none"> <li>• Education to NVQ Level 3 or equivalent</li> <li>• Excellent ICT skills: Access Databases, Excel and Mail Merge</li> <li>• Excellent Literacy and Numeracy</li> <li>• Understanding of school assessments and qualifications</li> <li>• Experience of working in a school or college</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of school assessments and qualifications</li> <li>• Understanding of confidentiality as appropriate</li> <li>• Experience of using Excel and Mail Merge to produce reports and manage information</li> <li>• Use of computerised information management system in a large organisation</li> <li>• Use of computerised management system (e.g. Progresso or SIMS in a school setting)</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Good communication</li> <li>• Professional</li> <li>• Integrity</li> <li>• Confident</li> <li>• Adaptable</li> <li>• Embraces Change</li> <li>• Self-Reliant</li> <li>• Calm under pressure</li> <li>• Enthusiastic</li> <li>• Team Player</li> </ul>



## ATTRIBUTES



### PROFESSIONAL

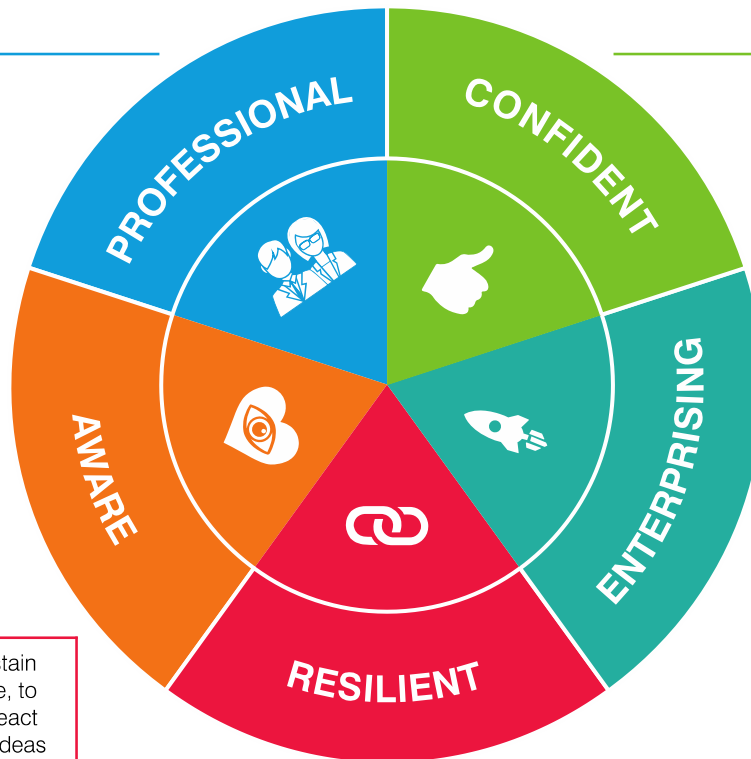
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

### AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

### RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



### CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

### ENTERPRISING

Employees approach problems and challenges positively, demonstrate a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health and Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.*