

Job Description

Job Title: Exams and Assessment Assistant

Reporting to: Vice Principal, Deep Learning/Senior Data and Exams Manager

Grade: 3

Overall purpose of the post:

Assisting the Examinations and Assessment Officer in maintaining accurate pupil tracking of key assessment data, thereby assisting SLT and Curriculum Leaders in raising standards within teaching and learning.

To support the accurate management of all examinations.

To provide administration and data support to students within the academy.

To provide Business Services with data management and administration support.

Main Duties and Responsibilities:

Data:

- Assisting in the production of accurate data as part of raising student progress and achievement;
- Support the Exams and Assessment Officer in the use of 'Praising Stars' (OGAT assessment tracking system)
- Data input to support the coordination and completion of the census returns and the completion of the performance tables checking exercises;
- Assisting in the statistical analysis and review of all assessment data and trends for departmental managers and SLT;
- Update and maintain accurate student paper and electronic records, including starters and leavers;
- Assisting the Exams and Assessment Officer in updating student timetables into the MIS system as required during the academic year;
- Produce relevant reports/ data from Praising Stars relating to targets, attainment, progress, attendance and academic monitoring for the academy;
- Assisting the Exams and Assessment Officer, SLT and Learning Managers in identifying underachieving students who may not achieve their target grades during each assessment cycle;
- Print off reports on a half-termly basis to provide all parents with student assessment data;

Examinations:

- Assisting the Exams and Assessment Officer in the management of the examinations MIS;
- Assisting in the distribution of examination listings for amendment and checking by Subject Leaders/SLT;
- Assisting in the distribution of pupil examination timetables, and validated forms;
- Distribution of letters to students, parents and examination boards on relevant examination issues;
- Assisting in the organisation and management of the invigilation timetabling and training of external invigilators;
- Ensure the timely receipt and delivery of mark sheets for examiners;
- Assisting the Exams and Assessment Officer with the receipt and communication of examination results;
- Assisting in the collation and distribution of result slips to students;
- Comply and be familiar with all JCQ regulations, including those for access arrangements.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the academy.