



Transforming Lives

EDUCATIONAL TRUST

**Data, Examinations and Assessment
Manager**

Recruitment Pack May 2023

Contents

Section	Page
About Transforming Lives Educational Trust	3
Why work for TLET?	5
About the role	7
How to visit and apply	8
Job Description	10
Person specification	13



About Transforming Lives Educational Trust

Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Our Strapline

Transforming tomorrow, today.

Our Standards

One team, one goal

- ◆ We are totally united and committed to improve life chances.

Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

No excuses

- ◆ We see it, own it, sort it.

Community First

- ♦ If it's important to you, it's important to us – we care.

Our Values

Tend the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

Reach for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

Utilise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

Seize success – *holding onto our vision and building on our achievements (tenacity)*

Thank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

Our Academies



Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put

simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

About the Role

Thank you for your interest in the position of Data, Examinations and Assessment Manager at Houlton School. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

So, who are we looking for?

Our Data, Examinations and Assessment Manager role is a senior associate staff role and will provide support for us with formulating and realising our ambitious strategic vision for a world-class education. The specific remit of the role will be to work closely with the PA to the Principal and Leadership Team, supporting them in the management of assessment, examinations and data across the school. You will be providing support to ensure that data is produced in accordance with the needs of the school and that systems and processes relating the data, examinations and assessment are robust. Additionally you will be accountable for all Joint Council Qualifications (JCQ) regulated public examinations at Houlton School.

You will be a positive, creative and proactive individual with experience in working with young people. You will be a **flexible** team player, who responds well to the unique challenges and quickly changing environment of a new free school. Experience of working in a secondary environment and or working in a similar role previously will be an advantage. You will be a strong role model who rolls up their sleeves and gets stuck in with day-to-day operations. You actively seek out ways of improving your own performance and that of others, in order to ensure our pupils and the wider organisation are highly efficient, effective and sustainable. At your core is a strong moral purpose to provide the best deal for all stakeholders, but especially for the children and young people whom we serve.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. Whether you are currently working in a school or are looking to move into the education sector we look forward to receiving your application.

How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)

c/o Houlton School

Signal Drive

Houlton

Rugby

Warwickshire

CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

**Timeline may be subject to change*

Recruitment Timeline*	
Friday 26 May	Position advertised
Monday 12 June	Closing date for applications (9am)
Tuesday 13 June	Final Shortlisting and contact with candidates References will be requested at this stage
TBC	Final Panel Process



Job Description

Location:	Houlton School
Job Title:	Data, Assessment and Examinations Manager
Salary:	NJC Range 10 (£32,020-£34,723 FTE) <i>Actual Salary: £27,863.00 to £30,216.00</i>
Contract:	Permanent Term Time plus Ten days 37.5 hours per week
Start date:	September 2023
Responsible to:	PA to the Principal / SLT
Responsible for:	Management of assessment, examinations and data across the school. You will be providing support to ensure that data is produced in accordance with the needs of the school and that systems and processes relating the data, examinations and assessment are robust. Additionally, you will be accountable for all Joint Council Qualifications (JCQ) regulated public examinations at Houlton School.
Key relationships:	Staff, pupils and wider stakeholders.
Job purpose:	To manager all aspects of data and examinations and support in the effective assessment management of the school.

MAIN ROLE AND RESPONSIBILITIES:

Under the direction of the PA to the Principal and Leadership Team:

1. MAIN STRATEGIC DUTIES AND RESPONSIBILITIES

- All post holders are responsible to the Principal for ensuring the general good order and discipline of the Academy and in the implementation of all policies. All staff are expected to have a clear understanding of the vision, aims and ethos of the Academy and an awareness of its role in the community.

- To be accountable to the Senior Leadership Team.
- To undertake the role of Examinations Officer incorporating all examination officer duties, including undertaking the role of senior invigilator (where appropriate) and ensuring all compliance with the Joint Council for Qualifications regulations.
- To manage the administration and analysis of the Academy's systems and procedures for pupil assessment.
- To complete statistical returns and reports for the ESFA, LA, DfE and other Bodies including the regular pupil level analysis (CENSUS).
- To be responsible for the production of and the updating of Pupil Premium data.
- To amend/ write Academy policies where appropriate.
- To provide high level organisational and analytical support to Senior Leadership Team members and senior teachers in curriculum areas.

2.1 Examinations Management

- To be the Examinations Officer for the examination centre at Houlton School
- To disseminate information regarding public and internal exams to SLT, staff, pupils and parents.
- To issue arrangements for exam session conduct to all pupils and staff.
- To collaborate with SENDCo in making appropriate access arrangements for pupils with additional educational needs.
- To liaise with department leaders in finalising pupils' entries.
- To be responsible for the submission of examination entries, forecast grades and coursework/ controlled assessment marks for external exams to the awarding bodies for public exams, including modular and vocational examinations, to deadline.
- To make arrangements for pupils to sit examinations they have not been taught at the centre (e.g. community languages).
- To complete examination entries using appropriate software and to keep backup copies of these for internal records.
- To prepare, submit and manage the Examinations Budget.
- To make appeals regarding results for subject leaders.
- To create examination timetables and invigilation timetables for both mock and external examinations, including rooming of exams.
- To manage exam clashes and make appropriate provisions for the pupils.
- To arrange the invigilation/rooming for pupils entitled to access arrangements.
- To receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery.
- To be responsible for the daily running of external and internal examinations, including informing the relevant staff about arrangements that need to be made for furniture set up in the examination rooms.
- To check, pack and arrange the despatch of all external examination papers by Parcel Force.
- To deal with special consideration applications during examination seasons.
- To provide relevant statistics on examination entry and results to SLT.
- To manage the retrieval and analysis of confidential examination results on pre-results day.
- To prepare the examinations statements of results for student collection on results day.
- To check ESFA, DfE statistics and examination results information before publication.
- To check certificates before they are given to candidates and prepare a receipt to be signed by the candidate.
- To make arrangements for the collection of certificates by pupils.
- To liaise with staff in dealing with complaints and queries about public exam results.

- To recruit and appoint examination invigilators.
- To provide relevant training for invigilators, including creation of invigilator handbook and training materials.
- To produce reports relating to examination entries and results for SLT and staff use.
- To ensure all external examinations are run in accordance with the JCQ regulations, and that storage of examination papers and access arrangements are in accordance with the JCQ regulations and inspections.
- To undertake the role of a Senior Examinations Invigilator overseeing a team of invigilators, including setting out the examination hall, starting the examination, dealing with latecomers and implementing the formal examination rules, ensuring that papers are appropriately transported to the examination hall, collected/ stored and despatched appropriately, and that attendance and absence of examination candidates is recorded appropriately.

2.2 Assessment Management

- To uphold the vision and strategic direction of the Academy in using data effectively, reliably and to improve the operating performance of the Academy.
- To be the responsible officer in relation to the schools' data and assessment procedures. Liaising with the SLT regarding data and assessment needs.
- To manage the key duties related to the Academy's systems of pupil assessment including system design, report layout, data inputting and collation, data manipulation and analysis, report layout and ensuring production to deadline, operating the Academy's systems as appropriate.
- Provide statistical analysis of data as requested by SLT in terms of Faculty / Department / Other Cohorts & Groups to analyse performance and identify progress and underachievement.
- To be responsible for information gathering, analysis and presentation of contextual data for pupil assessment, management information and external information requirements including the annual and termly DfE census and LA return for Additional Education Needs (AEN), including contributing to the creation and input of such data from time to time, using the school's Management Information System as appropriate.
- To provide support, at a high level, to members of SLT with regard to the provision or analysis, of information on any aspect of the school's organisation, operational activities or performance.
- To ensure that all pupils reports are produced and distributed to deadline including student reports, reports for tracking of student progress, examination and assessment data in accordance with the Learning and Teaching Policy.
- Responsible for ensuring all Mark Sheets are created in time for staff to complete in accordance with the Assessment Calendar.
- To design and implement new operating, collection and design systems to meet new accountability measures.
- To ensure we are always Ofsted ready at every point in the Academy school year and that data presented demonstrates positive progress.
- To have advanced knowledge and use of SIMS, SISRA and FFT.
- Ability to demonstrate advanced and innovative Excel and Word skills.
- To analyse templates (SISRA and SIMS) for all live data in the Academy that enables staff to identify key trends and gaps.
- To lead on all parental reporting, access and security via online reporting.
- To support in completing an accurate census return.
- To implement the Data Collection and Review Policy in accordance with agreed procedures and deadlines.
- To input data regarding examination and assessment information.

- To supply data as requested by Senior Leadership Team.

2.4 General

- To attend regular line management and appraisal meetings and undertake CPD appropriate to the development of the role.

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.



Person Specification

Job Title:	Data, Examinations and Assessment Manager
Reports to:	PA to the Principal and Senior Leadership Team

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	A good standard of education with at least grade A*-C/ 9-5 GCSE English and Mathematics.	Further relevant qualifications, e.g. A Levels, Bachelors level qualification.
Experience	<p>Experience of working in a school office and data driven environment.</p> <p>Understanding of assessment and the use of data to promote achievement and attainment.</p> <p>Experience of examination administration/organisation.</p> <p>Experience of dealing with confidential issues.</p> <p>Experience of line management.</p> <p>An understanding of Examination Board and JCQ rules and regulations.</p>	<p>Involvement in investigations/understanding of malpractice issues relating to exams.</p> <p>Able to recruit and manage temporary invigilators.</p>
Knowledge/Skills (Ability to)	<p>Demonstrate an understanding and commitment to equal opportunities.</p> <p>Demonstrate an understanding and commitment to safeguarding.</p> <p>Knowledge of JCQ/ Ofqual exams regulations.</p>	<p>Knowledge of most recent government documentation and guidance relating to exams.</p> <p>Ability to compile, process and present data in a clear and</p>

	<p>Excellent IT skills – Excel, Word, PowerPoint, Google.</p> <p>Working knowledge of SIMS.</p>	<p>understandable form.</p> <p>Knowledge of SISRA and other educational platforms used to process attainment data for pupils.</p> <p>Advanced Excel Skills with the ability to use formulae and manipulate spreadsheets.</p>
Personal Qualities	<p>Excellent written and oral communication skills.</p> <p>Experience of working with pupils, staff at all levels, external agencies and parents/carers.</p> <p>Able to work as part of a team with a high level of personal organisation and the ability to work without close supervision.</p> <p>Flexibility and the ability to respond/adapt to different situations.</p> <p>A sense of humour!</p>	<p>Able to work quickly and under pressure.</p>

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).

