



## Recruitment Pack

### Examinations and Qualifications Manager

Closing Date: Wednesday 1<sup>st</sup> September 2021 at 9:00am

Interviews: To Be Confirmed

JOB REFERENCE NUMBER: 335897



[www.alphaacademiestrust.co.uk](http://www.alphaacademiestrust.co.uk)

## A Message from the Chief Executive Alpha Academies Trust

Dear Applicant,

Thank you for downloading this application pack and for your interest in becoming an Examinations and Qualifications Manager for The Alpha Academies Trust in Stoke-on-Trent.

Our Trust currently consists of six academies:

The Discovery Academy - Age 11 -16

The Excel Academy - Age 11 -16

Eaton Park Academy-Age 3- 11

Maple Court Academy - Age 4 – 11

Reach Academy

Sneyd Academy – Age 4 – 11

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff. Through continual professional development and extensive pastoral programmes, we strive to create an environment which enables staff to set their own goals and develop professionally.

Parents and stakeholders are at the heart of our learning partnerships. Our Governors are challenging and supportive and all our staff are committed and dedicated to providing the highest standards of education for all children and young people in our academies.

We are looking for dedicated and enthusiastic professionals to join our highly skilled staff and help deliver outstanding educational experiences for the young people of Stoke-on-Trent.

I look forward to receiving your application and meeting you soon.

Yours faithfully,

Mr S French  
Chief Executive Officer

## The Context

The City of Stoke-on-Trent is in the West Midlands and has a population, of 249,000, which is predominately white British but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education. The 'Potteries' as Stoke-on-Trent is affectionately called is renowned for its world class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition and is a contender for City of Culture 2020/2021 with its Premier League football team, ceramics heritage and Performing Arts tradition.

With a 10% increase in the number of children, education is of critical importance to the future prosperity of the City, and the BSF programme has established excellent facilities for our young people.

## Aims & Vision

- To create a network of Good and Outstanding Academies that provides excellent academic tuition and vocational experiences
- To provide children and young people with a full range of pathways from early years to post 16
- To inspire all children and young people to aim high
- To close the gap in life chances between those who are disadvantaged and those who are not
- To involve employers in creating innovative learning experiences
- To make sure that young people have the skills for the modern workplace
- To provide extensive information advice and guidance for young people to become well rounded adults, that contribute to society as highly employable responsible citizens

## In an Alpha Academy

- Children and young people develop strong literacy, numeracy and employability skills
- Children and young people enjoy innovative learning experiences, including sport and the arts which lead to high levels of success
- Children and young people's progress is always tracked and monitored and no one falls behind
- Children and young people understand the pathways open to them. Through our Academies the gates to next steps and phases are opened
- Children and young people, parents and staff feel valued, safe, supported and have a voice
- Children and young people have the best staff and Academy leaders as their role models
- Children and young people enjoy inspirational learning environments which are safe, well maintained and constantly improved
- Children and young people enjoy the best catering and nutrition
- Staff have an entitlement to first class training, coaching and support
- Staff have opportunities to progress from the start of their career onwards
- Employer partners contribute to curriculum design
- Governance is strong, challenging and supportive
- Parents are partners in their children's education

## Our Academies

### The Discovery Academy

Our largest Academy opened in September 2011 and moved into a new £25 million accommodation in September 2013. Student numbers are increasing and attainment for all students is improving steadily. The highly qualified and committed staff follow the 'mission statement' of Expect Excellence. Steady improvement was validated by Ofsted in 2016 with good judgments for teaching, behaviour and leadership. In 2017 we are very proud that Discovery was the most improved Academy in the City, with results continuing to improve in 2018.



"The quality of teaching and the curriculum have improved significantly. Both suit the needs of pupils and accelerate their progress."

"Governors are relentless in their drive for higher standards. Their support and challenge are effective in improving current standards."

"There is a clear sense of equality and inclusion in the school. Diversity is recognised and valued. This encourages harmony in the community in which the school is located and in the wider area. Pupils told inspectors, 'Everybody is welcome here'."

### The Excel Academy

Holden Lane High School converted to become the Excel Academy in March 2014 and has consistently been one of the highest performing academies in Stoke-on-Trent. Student numbers are increasing rapidly as the success of the Academy has led to many years being oversubscribed. It is the school of choice in the north of the city and is housed in new build and refurbished buildings.

The Academy was inspected by Ofsted in November 2016 and maintained a 'Good' judgement and is focused on becoming an outstanding provision.



"Expectations of staff and pupils are high. There is a strong team spirit across staff at all levels in the school and they are very committed to the school's ethos of 'Pride and Respect'."

"The Excel Academy is now the school of choice for an increasing number of local parents and, consequently, it is now oversubscribed and has large cohorts in lower year groups."

"The great majority of parents who responded to Ofsted's online questionnaire, Parent View, confirmed that their children make good progress in school and that they would recommend the school to other parents. One parent wrote, 'I am very happy with my child's education. My child enjoys school and is happy to attend Excel Academy. I couldn't wish for more.'"



## Eaton Park Academy

Eaton Park converted to become an academy in 2012 and has consistently been one of the highest performing academies in Stoke-on-Trent for the last few years. In 2018/19 we were the highest performing primary school in Stoke on Trent and for the last two years we have been in the top 3% of schools nationally for pupil progress. Student numbers are consistently increasing due to the successes of the academy and its popularity locally. Eaton Park Academy has around 500 pupils and is one of the larger primaries in Stoke, offering places from Nursery through to Year 6.

The Academy was inspected by Ofsted in March 2019 and maintained a 'Good' judgement, we are now focused on becoming an outstanding provision.



*"As a result, pupils continue to achieve well and by the time they leave Year 6, pupils' progress in reading, writing and mathematics is consistently above the national average. In 2018, pupils' progress was significantly above average and in the highest 10%."*

*"Leaders' high ambitions for pupils and provide effective support and challenge to leaders to continually improve the school."*

Parent View, are highly positive about the school and would recommend it to others. Staff are proud to work at the school. They say that they are well supported by leaders to carry out their roles effectively.

## Maple Court Academy

Maple Court is a large primary academy with almost 500 pupils located in the Bentilee area of Stoke-on-Trent. Children enter the Academy with very low literacy and numeracy skills and the academy is ambitious to provide all pupils with the skills, knowledge and understanding to succeed in later life. We expect excellence from everyone and believe that all of our pupils can achieve excellence too.

The Alpha Academies Trust sets a very clear vision for all its educational providers: to champion the life chances of learners in the community it serves. This vision is systematically implemented in Maple Court Academy. As a result, pupils receive good quality education in a safe environment where their best interests are uppermost.



Since it became an Academy in 2014 standards have improved. As a result, the Academy achieved a good grade in its 2016 Ofsted Inspection. Our approach to teaching and learning is very inclusive and we strive to ensure that the support and feedback given to pupils results in all groups learning equally well in lessons.

Alpha Academies Trust and our governors have supported significant investment in buildings and facilities here since 2014, creating a first class learning environment for pupils and staff alike. We are proud of the improvements we have made at Maple Court Academy and urge all candidates for positions here to come and see it for themselves.

“The College Academies Trust (Alpha Academies Trust) has set a clear vision for the academy to provide an excellent quality of education for its pupils. The Trust and the local governing body hold leaders rigorously to account for delivering this strategic plan.”

“The College Academies Trust (Alpha Academies Trust) sets a very clear vision for all its educational providers: to champion the life chances of learners in the community it serves. This vision is systematically implemented in Maple Court Academy. As a result, pupils now receive good-quality education in a safe environment in which their best interests are uppermost.”

“The approach to teaching is very inclusive. The individual challenge, support and feedback given to pupils ensure all groups learn equally well in lessons. For example, disabled pupils and those with special educational needs are well supported in lessons, and so learn as well as other pupils.”

### **Reach Academy**

Reach Academy was established to give the students in Stoke-On-Trent the very best in Alternative Provision. Many of our students have found it difficult in mainstream schools but develop a new attitude towards education here.

We thrive off developing positive traits in young people around resilience and ambition and believe every young person has a right to access outstanding education in order to develop this. We want every student to progress to further education at 16 or pursue their career of choice.

We offer a broad and balanced curriculum and a therapeutic enrichment programme focusing on individual interests and skills and provide option choices which engage, enrich and encourage our students to achieve excellence.

### **Sneyd Academy**

Housing almost 600 pupils, Sneyd Academy is one of the largest primary academies in Stoke-on-Trent. It is located in the centre of the city with good access to local facilities such as Central Forest Park and Festival Park. The Academy serves a diverse population from the Sneyd Green, Cobridge and Burslem areas and is very much a school at the heart of its community.

The school has two beautiful Victorian buildings which opened in 1901. In addition, a purpose built Early Years and KS1 block was added to the site in 2016 and a fully refurbished, purpose built dining room completes the accommodation. The school has extensive grounds which supports the lively school curriculum. The school was judged good at its last inspection in 2015.

*“Governance is strong. Governors share the headteacher’s drive to ensure the best results for pupils.”*

*“Pupils are very polite and courteous. Pupils are welcoming to visitors and keen to talk about their work. Pupils are very proud of their school and show this by wearing their uniform with pride and showing respect for the pleasant and vibrant learning environment.”*

*“The quality of teaching across the school is consistently good, with some that is outstanding.”*

*“Pupils show positive attitudes to learning and make good progress.”*

In total, over 4,000 students aged 4-19 years are currently on roll and supported in our Academies. In addition, we employ approximately 525 staff across the Trust.

## Job Description

This post is subject to an Enhanced DBS Identity Check under the rehabilitation of Offenders Act (1974).

Candidates called for interview will be required to provide photographic proof of identity, proof of address and original qualification documents.

### PURPOSE OF THE POST

To be responsible for the smooth management, examination & assessment administration and implementation of all internal and external examinations across the Trust in accordance with the regulations as defined by the Awarding Organisations and Joint Council for General Qualifications. The following provides a list of duties to be carried out.

### DUTIES

- Liaison and consultation with Faculty Heads, teaching staff and outside agencies in relation to all examinations' markers.
- Planning an examinations calendar for the forthcoming academic year.
- Responsible for applications for Special Arrangements and Special Consideration.
- Responsible for the recruitment, management and appraisals of examination officers and invigilators including training, continual training updates relating to current legislation
- Responsible for producing and updating examination policies and procedures as per JCQ regulations for examination and assessment delivery and awarding organisation requirements for centre approval and qualification delivery
- to support the Quality Nominees (QN) in each academy with the requirements of Pearson Quality Assurance and other vocational qualifications to promote best practice.
- Ensure additional hours timesheets are completed, authorised and forwarded for payment within designated timescales.
- Seek ways to improve the efficiency and effectiveness of the examinations systems within the Academy.
- Be present and administer the process for downloading and distributing exam results for AS/A Level and GCSE days in August including the day before.
- Co-operate with the JCQ Centre Inspection Service and prepare Examination Officers for the visit requirements for both unannounced and planned visits
- Ensure confidentiality is maintained at all times.
- Support SLT in effectively managing external and internal examinations and assessments within the academies within the Trust in accordance with JCQ and awarding organisations regulations and requirements and Trust policy to ensure compliance for centre approval.
- To research significant changes in secondary education to proactively manage the effect on qualification, examination and assessment delivery in the academies of the Trust.
- Any other related duties as reasonably required by the Principal.

### Line Management Responsibility of Examination Officers:

- Producing an examination timetable for internal examinations for each year group.
- Distributing copies of the internal exam timetables to staff and students.
- Provision for adequate rooms and invigilation.
- Provision for the smooth running of the Awards Evening Presentation.
- Provision for administration of GCSE, AS and other external examinations including submission of estimated entries, entries and coursework marks.

- Production of examination timetables for students and staff.
- Provision for distribution of exam results to students, staff and other agencies.
- Production and distribution of invigilation timetables.
- Responsible for ensuring that the rules and regulations as defined by JCQ and Awarding Organisations are enforced both inside and outside the exam rooms.
- Responsible for the safe keeping of external examination papers on the site of operation.
- Responsible for the submission of applications for Special Arrangements and Special Consideration to the exam boards within the timeframes as specified by the Exam Boards.
- Responsible for reporting cases of malpractice to the exam boards.
- Responsible for ensuring that deadlines are met in order to minimise late penalty fees.
- Monitor payments to exam boards for accuracy.



**PERSON SPECIFICATION****DEPARTMENT: EXAMINATIONS****APPOINTMENT OF: EXAMINATIONS AND QUALIFICATIONS MANAGER**

<b>MINIMUM REQUIREMENTS</b>	<b>MEASURED BY:</b> <b>A) APPLICATION</b> <b>B) TEST/EXERCISE</b> <b>C) INTERVIEW</b>
<b>QUALIFICATIONS/TRAINING:</b> <ul style="list-style-type: none"> <li>It is essential that the post holder has</li> <li>Minimum of 5 GCSEs at A*C including English and Maths</li> <li>Good standard of education with excellent written and verbal communication</li> <li>Relevant qualifications in administration</li> </ul>	<b>A</b>
<b>EXPERIENCE/KNOWLEDGE:</b>  <b>It is essential that the post holder is/has:</b> <ul style="list-style-type: none"> <li>Minimum of 2 years' experience of secondary Academy administration with a thorough understanding of examination procedures throughout the academic year.</li> <li>Experience of working with both staff and students</li> <li>Experience of working within Academies and closely with Leadership Teams</li> <li>Experience at a senior level in an administrative environment</li> <li>Experience of managing and motivating staff</li> <li>Evidence of continuing professional development</li> </ul>	<b>A</b>
<b>SKILLS AND ABILITIES:</b>  <b>It is essential that the post holder is/has:</b> <ul style="list-style-type: none"> <li>Excellent ICT skills</li> <li>Have the ability to keep calm under pressure, prioritise and to meet deadlines</li> <li>Ability work independently and to multitask</li> <li>Possess excellent organisation skills with the ability to time manage effectively</li> <li>Good communicator</li> </ul>	<b>A &amp; C</b>
<b>QUALITIES AND ATTRIBUTES</b>  <b>It is essential that the post holder is/has:</b> <ul style="list-style-type: none"> <li>Punctual</li> <li>Have integrity</li> <li>Be patient, understanding and courteous</li> <li>Good interpersonal skills</li> </ul>	<b>A &amp; C</b>

<ul style="list-style-type: none"> <li>• To be able to work as part of a team or individually</li> <li>• Be self-motivating</li> <li>• Be decisive</li> <li>• Be willing to share knowledge</li> <li>• Have an excellent health and attendance record</li> <li>• Have a good sense of humour</li> </ul>	
<p><b>ADDITIONAL FACTORS:</b></p> <p><b>It is essential that the post holder has:</b></p> <ul style="list-style-type: none"> <li>• The ability to demonstrate awareness and sensitivity with regard to equal opportunities and race equality.</li> <li>• A willingness to undertake appropriate training.</li> <li>• Awareness and sensitivity with regard to equal opportunities and race equality.</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</li> </ul>	<b>A &amp; C</b>

## How to Apply

The Alpha Academies Trust requires an application form to be completed, please note CV's alone will not be accepted. Should you wish to apply, completed application forms should be sent to [apply@alphaacademiestrust.co.uk](mailto:apply@alphaacademiestrust.co.uk) quoting the job reference number detailed on the front page of this document. Your formal letter of application (supporting statement) should be no longer than 2 sides of A4 and should address:

- Why the post attracts you
- How your experiences and achievements match the job and person specification

**Closing Date: Wednesday 1<sup>st</sup> September 2021 at 9:00am**

**Interviews: To be confirmed**

Please note, it is the policy of The Alpha Academies Trust to contact shortlisted candidates only.

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

## Academy Location

**Discovery Academy:** Discovery Drive, Stoke-on-Trent, ST2 0GA

**Excel Academy:** Milton Road, Sneyd Green, Stoke-on-Trent, ST1 6LG

**Eaton Park Academy:** Arbourfield Drive, Bucknall, Stoke on Trent ST2 9PF.

**Maple Court:** Beverley Drive, Bentilee, Stoke-on-Trent, ST2 0QD

**Reach KS3:** Chelson Street, Longton, Stoke-on-Trent, ST3 1PT

**Sneyd Academy:** Sneyd Street, Burslem, Stoke-on-Trent, ST6 2NS

## Additional Information

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Information about Stoke City council: [www.stoke.gov.uk](http://www.stoke.gov.uk)

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website.