



MacIntyre Academies

Compassion - Ambition - Partnership

Candidate Pack Exams & Data Officer at Venture Academy, Henley in Arden



Putting learners
and their families first.

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Welcome

Dear Applicant

Thank you for your interest in the role of Exams Officer. This is an exciting opportunity to join a Trust with an inspiring vision to make a difference to the lives of children and young people.

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

Our aim is to provide our learners with an environment in which they can feel safe and happy and are supported to develop the skills they need to learn effectively and to make a positive and successful transition into adult life. We support each learner's educational, social and emotional development as well as supporting their communication and sensory needs.

In addition, we also aim to create a happy and nurturing environment that has an ethos of warmth and understanding. We have a staff team that understand the needs of the learners and how they can support them to make the best progress. We work very closely with the families of our learners to ensure that they too feel supported, and that they are reassured that their child is safe and happy.

At the heart of what we do is a passion and dedication to supporting learners. Values, ethos and behaviours are as important as skills and experience; we want to hear from passionate people who value their contribution to a wider team in achieving our mission.

I look forward to reading your application and meeting you in person.

Best Wishes

James Bowater

Principal



Our Story So Far

MacIntyre Academies is a multi-academy special education trust for special schools and specialist alternative provision.

We are sponsored by the national charity MacIntyre and our school's benefit from 50 years experience of innovative approaches to supporting children with special educational needs and their families. Our philosophy is based on Macintyre's commitment to providing local personalised learning, support and care.

Our vision is for all learners to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Please see our Safeguarding page.



**Putting learners
and their families first.**

As our vision suggests, our learners and their families are at the centre of everything that we do. To achieve this we use person centred approaches and place a high value on working in Partnership with Families.

We want all learners to achieve their full potential and to develop in a way that makes sense to them. Each school has its own bespoke curriculum framework designed with holistic, flexible and ambitious opportunities. We work in collaboration with a wide range of partners including future destination providers for our learners.

We are proud of our Compassionate Curriculum which supports learners to become more resilient, and fosters positive relationships between learners and staff.

Our Sponsor MacIntyre's approach has informed and shaped our Core Values.

Our Strategic Objectives

- To grow the Academy Trust in a way that supports capacity building but ensures outcomes within existing academies are not compromised
- To create a culture of challenge, support and mutual benefit so that MAT academies are schools that learners, families and employees are proud to be identified with and others want to join
- To build a leadership culture that promotes the sharing of skills and expertise across academies and encourages school leaders to work in partnership and support others in their journey
- To be transformational, set and expect high standards and provide challenge/ support to improve outcomes for children in all schools joining the Trust
- To provide exceptional and differentiated interventions that support all schools to raise aspirations of learners and staff
- To provide outstanding governance and leadership that has high expectations and a rigorous process of scrutiny at every level
- To operate robust management systems and controls that support individual schools and promote efficient data analysis and sharing
- To use evidence based practice to continuously improve the offer, delivery and outcomes

Our people are at the heart of our success

- A competitive salary
- Generous Annual Leave Entitlement (Plus Bank Holidays)
- A loyalty scheme which rewards you with an extra day of annual leave each September with length of service over 12 months (up to 5 additional days)
- Discretionary Special School Allowance £750 per annum (pro rata role dependent)
- Excellent local government pension scheme
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing an access to various perks including discounts Tesco, Cineworld, Go Ape and many more
- Benefits for Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Driving training – MPV minibus awareness course
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for social care staff/ Teachers and support staff

Our Core Values

Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

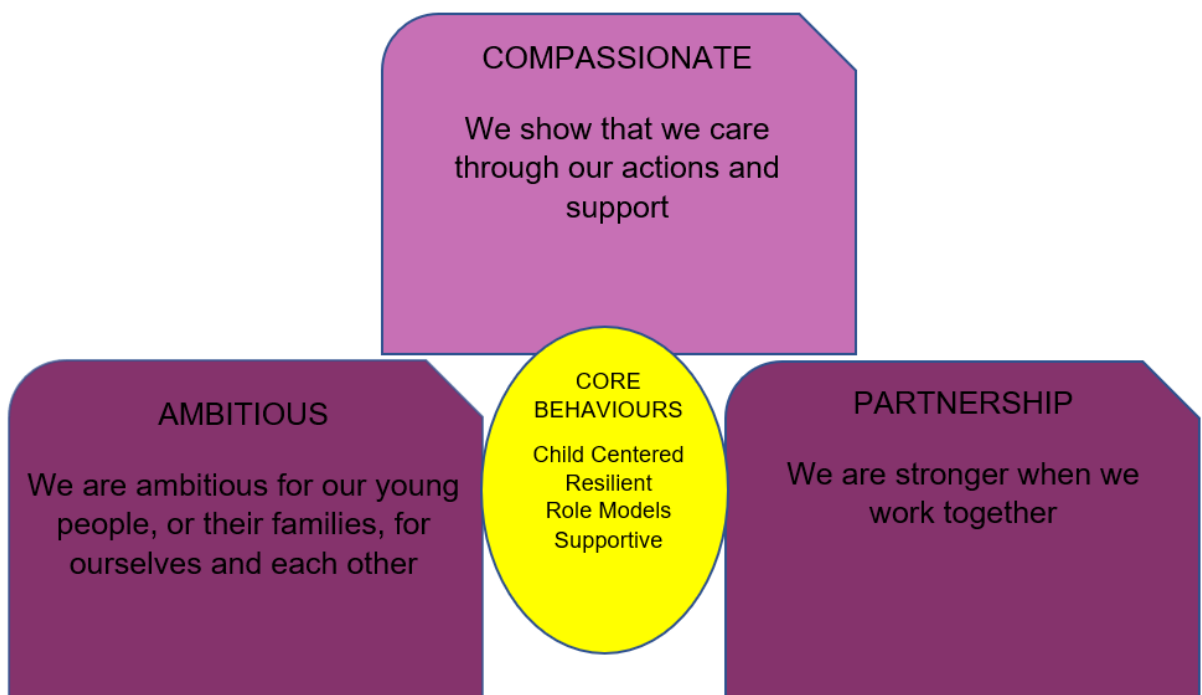
What is our DNA? Why is it important?

We don't just value what you do, but also how you do it. Our DNA defines who we are as individuals and as an organisation. It provides a defined way of working: how we do things around here, how we treat others and how we should expect to be treated.

Adhering to our DNA is also the key to delivering our vision, making MacIntyre Academies a great place to work and ensuring we provide high quality education and care to young people and their families.

What does the DNA mean for me?

Every colleague is expected to demonstrate behaviors which are consistent with our DNA. Whether you are applying for a job, you are a new employee or have been a colleague for many years, you will need to demonstrate our DNA in everything you do. This will be a key part in our recruitment, training and development and the appraisal processes.



Our Core Values

Our value: Compassion



- We are better together
- We will deliver success through teamwork and in
- partnership with families and other key stakeholders

Our value: Ambition



- We are ambitious for young people, for their families, for ourselves and each other
- We will set ambitious goals, seize every opportunity for young people to thrive and take personal accountability for everything we do.

Our value: Partnership



- By building safe, trusting, honest, kind and meaningful relationships
- We will focus on positives, create a safe environment and building trusting relationships to help young people overcome challenges day practices

Our Academies

Endeavour Academy, Oxfordshire

MacIntyre Academies' first school which opened in September 2014. Th provide 32 places for learners (aged 8 to 19) with autism and learning disabilities who are in need of specialist education, care and support.



Discovery Academy, Nuneaton

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire for learners, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need.

Quest Academy, Rugby

Quest Academy is for learners, aged 7 – 19 years who have additional needs associated with an autistic spectrum condition (ASC) or social, emotional and mental health (SEMH) difficulties.



Venture Academy, Henley-in-Arden

Venture Academy is a specialist school for learners aged 9 -16 years with autism and/or a social, emotional or mental health diagnosis. The school has capacity for 50 learners and is based in Henley-in-Arden, Warwickshire

Venture Academy

Welcome to Venture!

Venture is a specialist academy in Warwickshire for 50 children and young people with an autism spectrum condition or an identified social, emotional or mental health need aged 9 – 16 years. Our overarching ambitions are to be:

- A place where everybody feels safe, valued and belongs
- A place with quality first provision
- A place that supports our pupils to be ready for life

We value children as individuals and offer a personalized approach to learning that combines:

- the nurturing approach of Early Years and Primary School
- the range of curriculum, specialist teachers and specialist facilities of a Secondary School
- a close working relationship with families and other partners

Class sizes are small with a wide range of curriculum subjects on offer, off-site activities and access to a range of therapies. We have many pupils who join us with significant gaps in their school history and/or their learning and we are ambitious in helping them to close those gaps and achieve their very best outcomes.



Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK (www.gov.uk) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.



Job Title: Exams & Data Officer

Reference No:#####

Salary: Actual - £9,144.56-£10,041.18; MAT Pay Scale B19-C25

Location: Venture Academy, Henley in Arden

Hours of Work: Part Time - Term Time only 16 hrs (Flexible Work Pattern)

Closing Date: 23rd August 2026

Interviews: Wk B 25th August 2026

Start Date: 1st October 2026

Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.

About Us

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

We currently have 4 Academies. Endeavour Academy in Oxford opened in 2014 and is a residential academy for children and young people with autism and associated severe Learning difficulties aged from 9 to 19 years old. In 2015 we opened Discovery Academy in Nuneaton, for children with social, emotional and mental health needs and /or autism. In 2017 we opened Quest Academy also catering for children with SEMH and/or autism. Finally, in September 2020, Venture Academy based in Henley-in-Arden joined the Trust catering for pupils in years 5-11 (ages 9-16) who may have Social, Emotional and Mental Health Difficulties and/or Diagnoses of Autism or an associated condition.

MacIntyre Academies benefits greatly from its sponsor MacIntyre, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

The Role

We are currently recruiting an Exams Officer to join this exciting school; this is an opportunity to be part of something very special as we continue our journey to become a centre of excellence.

Please take a look at our website <https://www.macintyreacademies.org/> to find out more about us.

Reporting to the Senior Leadership Team you will be role is responsible for managing the school examination process across all key stages covering internal & external exams, adhering to national regulations and guidelines.

About You

We are looking for highly motivated, active members of staff who are looking to embark on an exciting and rewarding career working with learners with Autism and learning difficulties. Previous experience is not essential though desirable to have an understanding of Autism, Social, Emotional and Mental Health Difficulties and Learning disabilities; ultimately providing Care, education and support to Children and Young people. It is paramount that you must be an effective, confident communicator.

Experience will not be essential as you will receive ongoing support and training with a full induction. It is more important to us that you have the right outlook, can build relationships with our learner, and share our values and belief in their potential. “ MacIntyre hire for attitude and train for skill.”

You will be able to keep accurate records such as the recording of daily notes; mediation administration and learning outcomes with excellent attention to detail. You will demonstrate an approach of facilitation and reflective practice with a belief in a life of independence and choice for the young people you will support at all times.

Some of our young people are very active but at the same time are vulnerable if left on their own. Some young people can behave in a way that is challenging to others and part of our role is to teach young people safer and more effective ways of communicating their needs, however a level of challenge still exists; this can be physical or a reluctance to engage. For these reasons, this role requires someone who is physically fit. MacIntyre Academies will, where possible, look to make reasonable adjustments to comply with the Equality Act 2010.



Job Description

Reporting to

Assistant Principal

Purpose:

The role is responsible for managing the school examination process across all key stages covering internal & external exams, adhering to national regulations and guidelines.

The role also involves the use of Bromcom in school. This includes implementation of the new elements of Bromcom.

Key Responsibilities and Duties:

Examinations

- Maintain effective communication with Exam Board personnel, school staff, students and parents ensuring that all queries and appeals are dealt with efficiently meeting required deadlines.
- Manage and where required build relationships with external Examination Boards.
- To liaise with designated staff members with regards to the relevant exam boards and syllabuses studied to examination level. To establish the number of entries at each tier and to process entries, predicted grades and coursework marks, and submitting entries so that Exam Boards receive correct student entries on time.
- Liaise with the site team for exam room bookings and preparation.
- The publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes ensuring all staff are aware of the process.
- Provide parents/carers and pupils with exam timetables prior to the examination period.
- Ensure the school website is kept up to date with examination information.
- The preparation and distribution of exam timetables for Mock examinations, including the resolution of clashes ensuring all staff are aware of the process.
- Access results of external examinations and manage the integration into appropriate school data packages.
- Provide reports on examination results for teaching staff as required.
- Management of the conduct of all examinations ensuring that they meet with the regulations set out by the Joint Council for General Qualifications (JCGQ) covering all unitary exam bodies.
- Arrange invigilation rotas for the exam season.
- Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.
- Ensure all examination entries are accurate and meet examination board requirements.
- Manage the production of analysis as required for the school and external bodies
- In conjunction with designated staff members be responsible for the analysis of examinations and assessment data producing easily accessible information for teachers and learners.

Job Description

- To manage JCQ inspections and, in consultation with the Designated staff member, ensure that all policies and procedures are kept up-to-date.
- Managing SEN provision in conjunction with the Assistant Principal and the SENCO to identify students, applying to awarding bodies for special arrangement for those candidates and ensuring they are seated appropriately.
- Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations.
- Preparation and organisation of examination materials, including managing the secure storage of examination papers.
- To issue to all students taking exams an information pack with all JCQ regulations and the schools expectations of them, together with their examination timetable.
- Managing the checking and distribution of Examination results and certificates.
- Ensure communication of examination results including providing information for students, staff, LA, Ofsted, parent and other appropriate bodies.
- Manage the receipt of examination results and to perform full support during the summer on result's days and afterwards to provide post exams provision including managing post-exam queries i.e. remarks and complaints etc., and respond to queries from past students.
- Administering requests for grade reviews, remarking, return of scripts and complaints for processing by exam boards.
- To keep up to date with changes to examinations to disseminate information to staff.
- To prepare USB sticks and cover sheets for candidates using word processors.

School Data System

- Take the lead role in the development, management and maintenance of Bromcom system and other assessment packages such as Thrive and Classroom Monitor.
- Maintain and manage the academy assessment and reporting systems including on line tracking tools.
- To attend some SLT meetings to present and further investigate data trends.
- Provide and organise an efficient and professional data administrative service to the senior leadership team.
- To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tool.
- Attend relevant training courses.
- Liaise with ICT managed service provider to ensure smooth running of Bromcom
- Provide complex reports for audiences including staff, governors, Ofsted and other bodies.
- Take responsibility for the termly return to LA (PLASC) and other statutory returns.
- Contribute to school timetabling team.
- Set up and maintain Assessment Manager Package School performance Data.
- Be responsible for the input of targets, predictions and outcomes grades for all students for all courses.
- Analyse and produce regular reports for staff and others as required.
- Produce performance data as required for internal and external agencies including Ofsted.
- Use packages including classroom monitor and other external packages to collate and analyse data.
- Respond to requests from staff with school performance data packages.
- Set up, product and maintain the school reporting system. This includes the annual school report for every student and reports for each assessment period.
- Agree with line manager the production of school reports based upon agreed calendar.

Job Description

Additional Duties:

To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.

To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.

To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.

To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.



Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> • Good standard of education. • A relevant administrative qualification or appropriate NVQ educational qualification. • Demonstrative written and verbal communication skills. • Knowledge of Bromcom • Knowledge of Outlook, MS Excel, MS Word and general MS databases • Ability to give clear written and verbal communications in a variety of methods. • Excellent organisational skills and ability to set priorities. • Ability to work in a very busy environment • An awareness of data protection and confidentiality • Experience of developing systems and processes 	<ul style="list-style-type: none"> • Knowledge/experience of working in a school environment. • Knowledge of Ofsted standards. • Full working knowledge of exam procedures • Knowledge of school related accountability. • Experience of project management including data preparation and presentation. • Experience of working in an exams office
Personal Attributes	<p><i>The Candidate must be able to demonstrate:</i></p> <ul style="list-style-type: none"> • A belief that people with learning disabilities have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences. • Support young people with patience, persistence, sensitivity and a commitment to their success. • A commitment to supporting high service delivery. • A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy. • Excellent time management, planning and work prioritisation skills. • Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals. • Confidentiality of information as appropriate. • Ability to work under pressure. • Ability to work on own initiative. 	
Special knowledge and Skills	<ul style="list-style-type: none"> • The Candidate must be able to demonstrate: • A passion for working with pupils with SEN and their families. • Ability to work flexibly to meet the needs of the academy. • High level of resilience and determination. • Commitment to and a genuine interest in the pastoral welfare of the school community. • Calm and organised approach to work under pressure and the ability to inspire confidence in others. • Ability to plan and prioritise workload in order to meet deadlines. • Adopt a reflective approach to work. • Knowledge of Access arrangements for pre-examination adjustments for candidates in order to comply with the duty of Equality Act 2010. 	

Person Specification

<p>Professional Qualities: Respecting others</p>	<p>The Candidate must be able to demonstrate their ability to :</p> <ul style="list-style-type: none"> • React sensitively to other people and recognise different viewpoints, beliefs, values and opinions. • Treat children and young people we support and colleagues with respect, dignity, honesty and equality. • Adapt your working style and level of support to an individual's needs or wishes. • Make reasonable adjustments to support an individual's needs whilst maintaining compliance with external rules and procedures.
<p>Professional Qualities: Influential communication</p>	<p>The Candidate must be able to demonstrate their ability to :</p> <ul style="list-style-type: none"> • Ensure Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour. • Listen actively and display enthusiasm in your communication. • Use and present complex mathematical information in a manner which is persuasive, logical and understandable to the receiver. • Explain and model procedures to ensure requirements are met.
<p>Professional Qualities: Facilitating Success and Improvement in Others</p>	<p>The Candidate must be able to demonstrate their ability to:</p> <ul style="list-style-type: none"> • Use encouragement, praise and appropriate direction as necessary. • Support, motivate and inspire others to try new tasks or activities. • Seek assistance appropriately and receive feedback from others.
<p>Professional Qualities: Results & Quality Focus</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Complete work to a high standard, focussing on the needs of the children and young people you support. • Take personal responsibility for the quality of your work and be willing to 'go the extra mile'. • Look for continual improvement in your performance and in the performance of others. • Work to agreed policies and procedures.
<p>Professional Qualities: Team Work</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Build close working relationships with Teachers • Model excellent practice to colleagues • Work cooperatively with colleagues and assist when they need support. • Value the different contributions that people can make within a team. • Work under pressure using initiative • Recognise when to ask for help and to involve a senior colleague.
<p>Professional Qualities: Specific essential criteria</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Able to demonstrate relevant experience which makes you suitable for this role. • The ability to meet the needs of the children and young people we support at times appropriate to their lifestyles. • The ability to gather information in an educational environment in order to make sound decisions and recommendations • Able to focus on detail and accuracy when compiling reports

How To Apply

Come join us!

Please visit:

<https://careers.macintyreacademies.org/vacancies/>

Or contact:

hr@macintyreacademies.org



macintyreacademies.org
endeavour-academy.org
thediscoveryacademy.org
thequestacademy.org
ventureacademy.org.uk

LinkedIn 

www.linkedin.com/company/macintyre-academies/



[Facebook/macintyreacademiestrust](https://www.facebook.com/macintyreacademiestrust)