



Job Description

Post Title:	Exams, Data & Curriculum Assistant
Purpose of Post:	<p>To be responsible for supporting the Exams, Data & Curriculum Manager in the following areas of responsibility:</p> <ul style="list-style-type: none"> the organisation and administration of all internal and external examinations and assessments. ensuring that the organisation and conduct of examinations adhere to all relevant regulations, including those of the Joint Council for Qualifications (JCQ) awarding bodies and the School. liaising with students, parents and awarding bodies in respect of examination requirements, entries, results and communications. supporting the school in meeting the academic, pastoral and other needs of students by ensuring that assessment, curriculum and reporting processes are efficient and effective. maintaining an overview of all School data to maximise effectiveness including the school MIS and other linked software. the management and operation of the school curriculum. managing the day-to-day operation of the school MIS, and other linked systems. supporting the school in meeting the academic, pastoral and other needs of students by ensuring that curriculum processes are efficient and effective. <p>Co-ordinating the invigilators in their role.</p> <p>Co-ordinate internal formal testing e.g., CAT4, Lucid Exact, NGRT and NGST.</p> <p>Manage the online appointment booking system for Progress Evenings and other events.</p> <p>Act as the Exams, Data & Curriculum Manager in their absence.</p>
Reporting To:	Exams, Data & Curriculum Manager
Responsible For:	<p>Invigilators</p> <p>Internal formal testing</p> <p>Online appointment booking system</p> <p>In the absence of the Exams, Data & Curriculum Manager:</p> <ul style="list-style-type: none"> Internal and external exams School data Curriculum and timetabling
Salary / Grade:	Grade 7 (points 11-14)

Hours:	1200 per annum. 8:30am - 3:00pm Monday to Friday with a 30-minute unpaid lunch break, term time only plus a balance of 60 hours to attend training days and to support with curriculum/exam demands during holiday periods, particularly during exam results days. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.
Main (Core) Responsibilities	
Exams: <ul style="list-style-type: none"> To support the Exams, Data & Curriculum Manager to establish standard operating procedures to operate across the School for exams. To maximise efficiency of resources required for the efficient running of examinations. To ensure compliance with exam regulatory body requirements. To support the Exams, Data & Curriculum Manager to provide advice and guidance on examinations to all stakeholders. To support the Exams, Data & Curriculum Manager to ensure effective procedures are in place for the recruitment, appointment, induction, review and development of staff linked to the exams process. To ensure effective procedures are in place for the recruitment, appointment, induction, review and development of invigilators. In the absence of the Exams, Data & Curriculum Manager, act as the first point of contact and enquiry for examination-related matters, with regulatory bodies, awarding bodies, staff, students, parents and others. To support the Exams, Data & Curriculum Manager in ensuring the collation, checking, recording and submitting to the awarding bodies of all examination entries. To support the Exams, Data & Curriculum Manager to plan and publish examination timetables, resolving any timetable clashes, and arranging for the issuing of individual candidate timetables. To plan and publish invigilation timetables. To lead the deployment of invigilators in line with awarding body regulations and support them in carrying out their role effectively. To liaise with the SENDCO to ensure all students with access arrangements or special requirements/individual needs are met for examinations and information shared appropriately. To publish, share and monitor expectations of candidates during examinations. Make arrangements for examination rooms including overseeing the supply of materials and the conduct of all external examinations. To support the Exams, Data & Curriculum Manager to receive and process examination results from awarding bodies, ensuring the safe electronic storage of such data, and arrange the distribution of results to candidates and staff. To support the Exams, Data & Curriculum Manager to implement the awarding bodies Post Results Services if requested by students or members of staff. Enact the appeals procedure when appropriate within the School policies. Receive and arrange for the distribution of exam certificates. To support the Exams, Data & Curriculum Manager to liaise with Subject Leaders to produce the timetable and all other associated documentation for pre-public exams. To support the Exams, Data & Curriculum Manager to ensure all external candidates are entered for appropriate examinations and informed accordingly. To support the Exams, Data & Curriculum Manager to ensure that appropriate training, support and guidance is provided for staff and others in the efficient conduct of examinations across the School. To undertake exam invigilation, including the set up at the start and finish of exams, as required. Data: <ul style="list-style-type: none"> To support the Exams, Data & Curriculum Manager with the provision of clear, concise, accurate information to support raising standards of performance in School. 	

- To support the Exams, Data & Curriculum Manager to set up, maintain and review data as required in the school MIS and other third party software to allow for both the effective intervention with students within School and to support in depth analysis of teacher, subject and curriculum performance as part of the School self-evaluation process.
- To support the Exams, Data & Curriculum Manager with analysing, problem solving and developing solutions and/or strategies with Senior Leaders to enable the most effective use of data to contribute towards school improvement, to raise achievement and support learning.
- To support the Exams, Data & Curriculum Manager with managing the transfer of assessment data between schools as students join and leave.
- To support the Exams, Data & Curriculum Manager with organising and establishing Progress Reviews and collection of data for these.
- To support the Exams, Data & Curriculum Manager with processing and manipulating assessment data including, where required, designing templates and spreadsheets with appropriate formulae for data collection and analysis.
- With the Exams, Data & Curriculum Manager, be accountable for ensuring all data reporting deadlines are met to meet statutory requirements including the School census.
- To support the Exams, Data & Curriculum Manager with the maintenance and development of the School MIS.
- To set up and organise the online booking system for Progress Evenings and whole school events.

Curriculum

- To support the Exams, Data & Curriculum Manager with timetabling, scheduling and curriculum planning.
- To support the Exams, Data & Curriculum Manager with the coordination of the School options process.
- To support the Exams, Data & Curriculum Manager with creating and scheduling the timetable framework and inputting the timetable into the timetabling software.
- To support the Exams, Data & Curriculum Manager with reviewing and resolving curriculum and staffing issues as appropriate.
- To support the Exams, Data & Curriculum Manager to manage day to day staffing and timetable changes and updating accordingly in the School MIS.