



Job Application Pack **Exams & Data Officer**

Scale: Scale 5 (£22,571 to £24,920 per annum)

Closing date: Wednesday 29th June 2022 at 9am or sooner

Contract: Permanent, 37 hours per week, 52 weeks per year

Start date: 5th September 2022

Location: Melton Vale Sixth Form College, Melton Mowbray, LE13 1DN

Letter from the Head of College

Welcome

Thank you for expressing an interest in a vacancy here.

I am delighted that you are considering a vacancy at Melton Vale. I am incredibly proud to lead such an outstanding college providing top class A level education for the students of Melton Mowbray and the surrounding area. Specialist A level teaching staff, superb purpose-built facilities, an academic curriculum and expert support are the cornerstones that we provide our young people with. However, look more closely and you will also see students who embrace the ethos of the college and participate in a whole host of extracurricular opportunities that are on offer.

Central to our vision, are exciting, engaging and inspiring lessons. The staff at Melton Vale Sixth Form College work very hard to ensure all students enjoy their learning experiences and secure high levels of progress. It is our core belief that every student has the innate ability to succeed. The outcomes for the college in recent years have been significantly above average and see us as one of the leading Sixth Form Colleges in Leicestershire and the surrounding area.

The Exams and Data Officer sits within the Business Support Team which is lead by the College Business Manager. The team delivers all noneducational functions including operations, facilities, admissions, finance, marketing, HR, governance and SLT support. We work collaboratively with teaching staff to ensure we can provide a first-class educational experience to our young people.

This is a new role which will encompass both examinations and data responsibilities. The effective running of examinations at MV16 is paramount to the success of the college, we are looking for someone who can use systems to streamline routines, facilitate efficient data processes and present information concisely. We are well supported by our colleagues within the central team at Nova Education Trust who can offer specialist advice, training and networking. We are also able to offer external development opportunities for someone who is new to exams management.

The successful candidate will be able to contribute to the wider remit of the Business Support Team by being approachable, flexible and having a positive, 'can-do' attitude. As an Outstanding college, we are not complacent. We know that Melton Vale Sixth Form College can be even better and over the next few years we will continue to transform the college so that it becomes an even better place to shape young lives.

I look forward to welcoming you into our community.

Kirstie Johnson

Headteacher

Letter from the CEO

Dear Candidate

I am delighted to be able to introduce you to Melton Vale Sixth Form College and the tremendous opportunities this school offers the young people of Melton Mowbray and the surrounding area.

Melton Vale Sixth Form College is a member of the Nova Education Trust. As an outstanding school (Ofsted 2015) we aim to set the standard for all post 16 education schools within our trust.

We aim to be a 'great' college with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Melton Vale Sixth Form College, and we look forward to receiving your application.

Ashfaq Rahman

CEO Nova Education Trust

Application Details

Thank you for your interest in the Teacher of Creative Arts vacancy at Melton Vale Sixth Form College. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

The online application form for this role is located on the current vacancies page of the school website www.mv16.org.uk. Wherever possible, please provide email addresses for your referees. We reserve the right to contact any of your previous employers for a professional reference.

All gaps in employment must be accounted for as required by Safeguarding regulations. If you have been out of work for any reason please specify this in your employment history and give the reason why.

Closing Date

Please ensure your application arrives by Midnight on the closing date of the closing date specified on the cover page. We may close this campaign earlier if applications from suitable applicants are received sooner than the closing date.

Interview

Date for interviews are to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Melton Vale Sixth Form College is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All staff will be required to undergo an enhanced Disclosure and Barring Service search in line with DfE requirements.

Job Description

College: MV16
Post: Data & Exams Officer
Responsible to: Business Manager

Purpose of the role:

To provide specific data and administrative functions for the academy under the direction or instruction of senior staff.

To be responsible for the efficient and effective running of all internal and external examinations within the academy, including liaising with staff, pupils, invigilators and examination boards.

Specific Responsibilities:

Exams

- Making the necessary arrangements in relation to arranging, administering and timetabling of public and internal examinations
- Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- Preparing examination timetables, rooming, prepare seating plans, monitor and check examination papers
- Resolve exam clashes in accordance with regulations
- Organising and ensuring safe storage, distribution and dispatch of examination papers
- Arranging invigilation, including briefing and training invigilators in college procedures
- Communicating with national examination bodies regarding processing internally marked coursework/controlled assessments and requesting special consideration when appropriate
- Submitting entries for external examinations to awarding bodies in advance of deadlines
- Prepare for JCQ inspection and ensure policies are up to date.
- Making arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not academy pupils and for academy pupils to sit examinations elsewhere including applying for and monitoring access arrangements

Data

- Responsible for the local management of the MIS System
- Oversee the ongoing development of the MIS within the college, advising on its effective use and training staff.
- Ensure all data returns are completed accurately and on time including the college census.
- Provide analysis of student attainment data for cohorts, subjects, classes and key groups of pupils such as Pupil Premium and SEN
- Produce and distribute individual student reports
- Check data that is to be published in the DFE Achievement and Attainment Tables
- Use internal analysis systems to provide college leaders with relevant information to enable the implementation of effective pupil intervention strategies

- Manage the process for collecting student assessment data from teaching staff using our Management Information System (MIS)
- Input data into the MIS and other performance tracking systems, liaising with teachers to ensure progress tracking is accurate and timely.
- Support the Headteacher with the production of the college timetable

General Responsibilities

- To support the overall ethos of the Academy
- To promote and support the implementation of the college's aims, policies and values
- To work flexibly as part of the support staff team to contribute to the smooth operation of the academy
- To commit to safeguard and promote the welfare of children and young people
- Attend meetings as required
- To develop your own skills and take part in continuous professional development.
- Ensure practices are conducted in line with data protection regulations.
- The above job description is a guide to the work you may be required to undertake and may change from time to time to reflect changing circumstances. You may also be asked to undertake any other duties as reasonably requested by the Headteacher or the college leaders.

Person Specification

Essential	Desirable
Qualifications	
Good standard of education with at least GCSE English and Maths (or equivalent levels of qualifications).	
Experience	
Experience of manipulating data in Excel spreadsheets.	Experience of using education MIS systems.
Experience of working in education or an education linked commercial environment.	Experience of completing government statistical returns.
Proven experience in maintaining accurate records and the safe storage of confidential information.	Experience of setting up and running examinations.
Experience of utilising systems to aid workflows.	
Skills and Knowledge	
Strong ICT skills and the ability to learn new software quickly.	Analytical skills for interpreting data and information.
Ability to produce work to a high level of accuracy and attention to detail.	Up to date knowledge of examinations practice and procedures.
Ability to work well under sustained pressure and within fixed deadlines.	An understanding of post 16 pathways and qualifications.
Knowledge and understanding of Data Protection, Safeguarding and confidentiality issues.	An understanding of educational agendas and external performance indicators.
Personal Qualities	
Organised, ability to multi-task and prioritise.	
Good communicator at all levels.	
Team player.	
Enthusiastic and positive.	
Use of initiative and able to apply common sense to solving problems.	
Proactive with an adaptable approach to work.	

Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Ethos

Melton Vale Sixth Form College has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with the very best educational opportunities.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

We value commitment, independence and courtesy from all our students. We demand the very highest standards from our students and in return we value and respect their ideas and opinions. Through our Student Ambassadors and the Student Voice Committee, students at Melton Vale Sixth Form College have an active and important role in developing and improving their college.

To Summarise

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.

Achievement

At Melton Vale Sixth Form College we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a College we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support Melton Vale Sixth Form College provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Melton Vale Sixth Form College has an excellent track record with over 100% of students achieving A* to E. Students regularly secure places at Oxford, Cambridge, Russell Group Universities, Higher Education colleges, Degree Apprenticeships and employment.

Pastoral

At Melton Vale Sixth Form College we pride ourselves on the quality of care, guidance and support given to individual students. At Melton Vale students benefit from their own personal tutor who will monitor their progress, achievement and approach to learning on a regular basis offering one-to-one support. This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Students' progress through Melton Vale Sixth Form College and their attainment and well-being is closely monitored, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

There are regular updates of students' progress through termly reports and Parents' Evenings.

Melton Vale Sixth Form College is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

Curriculum

Melton Vale offers a wide variety of A level courses, ranging from the traditional facilitating subjects to courses not normally available in secondary school. In addition, we offer a small number of BTEC courses. We have over 25 courses on offer and the flexibility to combine almost any subjects.

Student Voice

Student voice is active within the school and they meet throughout the year.

Students are involved in all aspects of college life and contribute to the interview process for new staff and assist at college open evenings and events. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.