

NEWCASTLE
ACADEMY

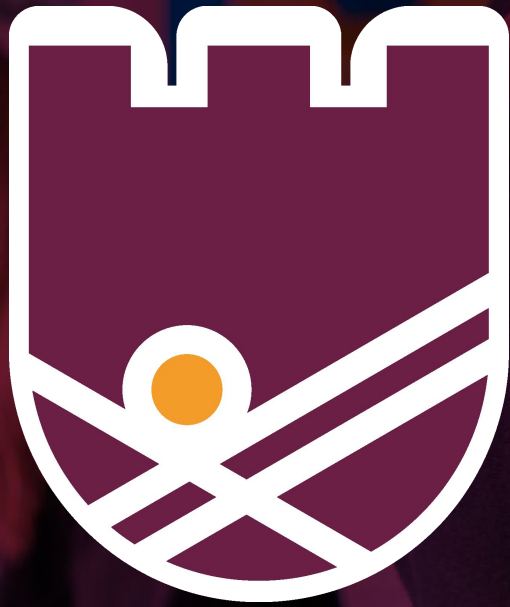
Part of



Realising Potential

Exams, Data & Privacy Officer

Candidate Information Pack



NEWCASTLE
ACADEMY

Welcome from the Headteacher

Dear Applicant,

I am Helena Brothwell, Director of Education at Windsor Academy Trust, and I am delighted that you are considering joining the team at **Newcastle Academy**.

As one of Staffordshire's fastest improving secondary schools, Newcastle Academy is filled with energy, optimism, and a spirit of renewal. We recently celebrated the **best exam results in our school's 57-year history**, but our ambition for our students means that we believe the best is yet to come.

As a proud member of the Windsor Academy Trust family, we benefit from the collective strength of fifteen schools working together. While we have our own unique identity as a **small school with a big heart**, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

Whether you are joining our teaching team or our professional services staff, you play a vital role in providing the **'ticket to the future'** our children deserve. We live our values each day through a culture of **unconditional care**, ensuring our school is a place where we:

- **Raise Aspirations:** Helping students become more than they ever thought they could be.
- **Achieve Excellence:** Delivering a knowledge-rich curriculum supported by our 1-to-1 iPad programme.
- **Foster Belonging:** Maintaining a family atmosphere where every child is seen and appreciated.
- **Build Community:** Working as a 'village' alongside parents and local partners.

We see barriers as stepping stones to greatness and believe no child should be left behind. To achieve this, we invest heavily in our people, ensuring you are supported by a culture of professional growth and evidence-informed practice.

If you are a motivated professional who shares our values of **respect, responsibility, and kindness**, I look forward to receiving your application and working together to unlock the potential of our students.

Best regards,

Helena Brothwell
Director of Education

Our School



Newcastle Academy - "Realising Potential"

Newcastle Academy is an 11 to 16 secondary school in Newcastle under Lyme. Our vision is to provide a rounded education for all of our students, make our school a part of the community we serve and provide outstanding teaching and pastoral support through well-qualified and motivated staff. We believe that providing students with a wide range of opportunities enriches the lives of our young people and helps us to drive up standards. Opportunities at Newcastle Academy have never been greater. Together we can ensure each student leaves us as an educated, articulate, young adult prepared to embrace the world.

Our 2024/25 highlights

- Work Experience: Successfully introduced a work experience programme for all Year 10 pupils.
- Enriching Trips: Students benefited from an increased number of trips this year, including three international trips to Peru, Poland, and for a ski visit.
- Enrichment Week: The school held a successful Enrichment Week that included five trips.
- Duke of Edinburgh: The school's Duke of Edinburgh Expedition was successfully completed.
- Careers Programme: All Year 11 pupils participated in a successful Careers Interview programme.
- Outstanding CPL Programme: The school implemented a new, high-impact Continuing Professional Learning (CPL) programme to drive teaching excellence.
- Instructional Coaching: Instructional coaching was introduced through the StepLab platform as a key tool for teacher development.
- School Choir: The school choir represented Newcastle Academy at the WAT a Choir event, showcasing their fantastic talent.

"Staff are honest and approachable, and care for my child's wellbeing as well as her education. They are very supportive."

Newcastle Academy parent

"Your impact has been massive. Thank you for making it so I did not feel invisible."

Newcastle Academy student



Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



Dawn Haywood
Chief Executive Officer



15
SCHOOLS



10000
CHILDREN



1200
STAFF

Job Description

Salary	Grade 5 - starting salary 16865
Reporting to	Assistant Headteacher
Responsible for	Casual Exam Invigilators
Location	Newcastle Academy

Job Purpose

To organise and manage the examination process in the school.

To manage student data for the school.

To undertake the role of Privacy Officer for the school

Responsibilities and Accountabilities: Exams Officer

Manage the Organisation of Examinations

- Determine the number of invigilators required for each examination session, in line with national regulations.
- Recruit and train invigilators.
- Liaise with Personnel with regard to the hire of short-term staff.
- Supervise invigilators, ensuring that they are aware of the examinations being sat at a particular session, the length of each examination, who the candidates are for each examination, and of any special arrangements made for particular candidates.
- Devise and maintain systems for the identification of candidates.
- Arrange for sufficient and appropriate examination rooms in accordance with national regulations.
- Arrange for examination desks and chairs to be set out.
- Arrange that appropriate notices are displayed in and outside the examination rooms.
- Check that sufficient invigilators are present.

Support for Pupils with Additional Needs

- Be responsible for ensuring that candidates with special educational needs are not disadvantaged.
- Liaise with the Special Needs Co-ordinator, candidates and parents with regard to any special arrangements that may be required.
- Ensure that permissions are obtained from the examination boards and copies are available for inspection.
- Ensure that appropriate support/facilities are available to candidates for whom special arrangements have been made.
- Inform candidates of the arrangements made for them.
- Liaise with the Local Authority with regard to candidates who may receive home tuition.
- Make telephone calls for the headteacher, as requested, and take telephone messages in their absence.

Support for the External Examinations

- Be responsible for informing external examination boards of examination entries, coursework marks and forecast grades for GCSE, AS and A levels in advance of any deadline.
- Liaise with professional bodies with regard to entries for their own examinations.
- Register pupils undertaking BTEC and similar courses.
- Liaise with Heads of Departments regarding candidate entries and registrations.
- Be aware of any financial or academic implications if deadlines set by the examination bodies are overrun.
- Where necessary, arrange for pupils who have studied a subject elsewhere, to sit their examination at school.
- Inform staff, candidates and parents of examination details, including timetables, venues and seating arrangements.
- Brief candidates on examination procedures and conduct.
- Identify possible examination clashes, make appropriate alternative arrangements that maintain the security of the examination and inform candidates of the changes.
- Answer queries from candidates, staff and parents regarding examination details.
- Maintain an overview of all regulations relating to public examinations, to attend appropriate meetings and to advise the Senior Leadership Team of changes required in the school's procedures.
- Liaise with the examination boards over any queries they may have with regard to entries, marks or results.
- Be aware of any computer-based examination data analysis modules and to use them effectively.
- Keep the Senior Leadership Team informed on the progress of examination entries and of any problems that have been identified.
- Report to the Headteacher and the examination board any suspected or confirmed breaches of the examination regulations.
- Keep under constant review examination procedures and to make recommendations to the Senior Leadership Team of potential improvements.

Support Internal Examinations

In addition to many of the above points, the following aspects are also required:

- Liaise with the Heads of Departments as to which subjects are to be examined, the length of the examination and the number of pupils involved.
- Prepare an examination timetable.
- Allocate suitable rooms for the examinations, and liaise with staff affected.
- Arrange for sufficient invigilators to be present in each venue.

Support for Resources

- Be responsible for the receipt, checking and arranging for secure storage of examination papers received from examination bodies.
- Ensure that sufficient supplies of examination stationery, including specialist data books, are available.
- Prepare examination papers, examination stationery and other materials required for individual examinations.
- Co-ordinate the distribution of examination materials to individual examination rooms.
- Co-ordinate the checking of completed examination scripts and dispatch to examiners within specified deadlines.
- Liaise with Heads of Departments with regard to the collection of coursework marks and their dispatch to examination boards within externally set deadlines.
- Co-ordinate with Heads of Departments the collection and dispatch of candidates' coursework to external moderators, as directed by examination boards.
- Be responsible for the receipt of examination results and to make arrangements for their distribution to candidates, senior staff and departments, maintaining accuracy and confidentiality.

Support Data and Financial Management

- Assist in the preparation of statistics for both internal use and reporting to local and national authorities.
- Assist in the preparation of data relating to examination results for distribution to Governors, parents and other interested bodies.
- Make arrangements for enquiries about results, the return of scripts/photocopies and the declining of awards.
- Check and approve invoices received from examination bodies.
- Ensure Finance is given the information to bill candidates who have missed examinations or have requested an enquiry about results.
- Complete and forward Invigilators' timesheets for approval.
- Record and maintain records of postage and other costs incurred.

Accountabilities

- Have a working knowledge of the computerised examination system.
- Responsibility for a large budget.
- Must be aware that errors may have substantial implications on the school's finances, its reputation and a candidate's career.
- Are governed by external regulations and are subject to unannounced inspections.
- Have to deal with parents – and distraught candidates.
- Are generally unsupervised and need to organise their own working priorities.

Responsibilities and Accountabilities: Data Officer

Support for Data Management

- Make data available to stakeholders at the appropriate time, e.g. parents, students, teachers, LA, DCSF, and other external agencies.
- Produce reports in a timely manner to meet internal and externally set deadlines.
- Produce regular reports to meet statutory requirements and deadlines.
- Ensure the integrity of all academic data held in school.
- Maintain accurate academic student information.
- Analyse the data for presentation to the Senior Leadership Team, Governors and other stakeholders as required.
- Design and maintain exclusive departmental systems to record pupil progress against Assessing Pupil Progress assessment guidelines.
- Manage student reporting and progress tracking systems
- Ensure all staff receive the appropriate preparation and management time.

Responsibilities and Accountabilities: Privacy Officer

- A Privacy officer is responsible for educating all employees at the academy about data compliance.
- Training members of staff who are involved in processing data, and carrying out regular security audits.
- Completing an annual audit around data security
- They also serve as the main point of contact between the academy and the relevant data protection authorities.
- Co-ordinating the academy's response to suspected or confirmed data breaches

Responsibilities and Accountabilities: Census

- To complete, record and submit the Census, which takes place twice a year

General

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Person Specification

Area	Essential	Desirable
Qualifications and Training		
GCSE or equivalent in English & Maths, grade 4 or above	✓	
Very good numeracy and literacy skills	✓	
Knowledge, understanding and experience		
Experience of working with relevant age groups within a learning environment	✓	
Have a working knowledge of the computerised examination system.	✓	
Working knowledge and compliance of school policies and procedures	✓	
Knowledge of behaviour management techniques	✓	
Previous relevant experience of working in a school or college		✓
Skills and competencies		
Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality	✓	
Demonstrate a good working knowledge of various computer software packages including Microsoft Word, Excel and Outlook	✓	
Ability to understand policy, procedures and legislation relevant to areas of work	✓	
Ability to work productively in a pressurised, busy, deadline driven work environment	✓	
Personal qualities and attributes		
Remain calm in difficult situations	✓	
Builds good relationships and relates well to people at all levels	✓	
Displays sensitivity and empathy to others	✓	
Ability to identify own training needs and willingness to participate in training and development opportunities.	✓	
Comply with Trust's commitment to the protection and safeguarding of children	✓	

Other

Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred lists check.





Working for Windsor Academy Trust

**We believe it is important to be a great place to work.
In addition to a competitive salary we offer:**

Pensions

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

Pay progression & career pathways

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

Continual Professional Learning (CPL)

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

Employee Assistance Programme

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

Free flu vaccinations and eye tests

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

Cycle to work scheme

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

Food and leisure discounts

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

Reduced childcare costs

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the [Policies and Procedures](#) section on the Windsor Academy Trust website for full details.

Local Credit Union

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

Flexible Working

Windsor Academy Trust supports and is open to flexible working.

Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies





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