



Job Application Pack Exams Officer Bluecoat Trent Academy

Hours of Work: Permanent, Full Time (37 hours per week), Term Time + 2 Weeks

Salary: Grade 8, Points 19 - 24, £29,777 - £33,024 (FTE)

Actual Salary: £26,919 - £29,855 per annum

Start Date: September 2024



Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021. We also very recently welcomed Bluecoat Bentinck Primary Academy to our Trust in September 2023.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale
Academy
Believe, Belong, Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first three years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck
Primary Academy

Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook
Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



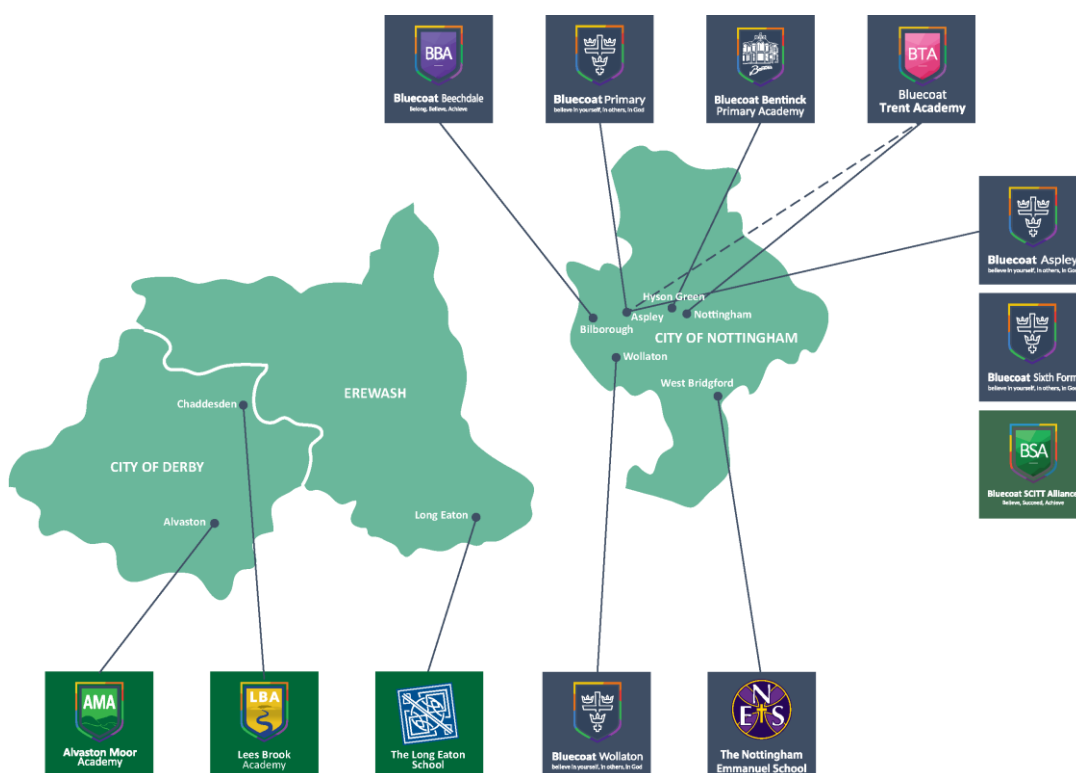
Alvaston Moor
Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Welcome from the Principal

I am delighted to welcome your interest in the Bluecoat Trent Academy, after our two years, the founding cohorts of staff are loving the opportunity to shape a school from its origins. I have a genuine love of education and learning, it transformed my life, giving me the freedom to make my own choices and enter a profession that brings me joy every day.



The Bluecoat Trent Academy is committed to excellence for all; no matter what the starting point, each individual is supported in reaching their academic potential and striving to meet their goals. We provide extensive opportunities for our students to explore experiences beyond the classroom and discover their individual talents, be it on a sports field, in a theatre or leading an expedition.

We place equal value on ensuring our students grow and develop pastorally and socially. We aim that our students will make life-long friendships and, as in all of Archway's family of schools, there is a strong sense of community. Our students feel they belong.

In this caring and nurturing environment Bluecoat Trent students are prepared to become citizens of the world. Having explored new experiences and through high quality teaching they are clear about their next steps and committed to making a positive contribution to society. This is summarised in the Bluecoat Trent vision and values.

Our vision:

Strive for excellence; shape the future

Our values: At Bluecoat Trent we CARE



Citizenship



Aspiration



Respect



Excellence

"Pupils feel happy and safe at this inclusive school. They are courteous and polite. The 'CARE' ethos of citizenship, aspiration, respect and excellence underpins all that the school does."

OFSTED January 2024

The Vacancy

Archway Learning Trust is seeking to appoint an outstanding Exams Officer to join a high achieving, successful and forward-looking team of staff.

The successful candidate will be joining Bluecoat Trent Academy at an exciting time. We are moving to our brand new premises in September and starting our first Key Stage 4 cohort. An important part of the role will be to work with the SLT to establish the school as an exam's centre.

As a valued member of the Exams and Data team the post holder will work under the supervision of the Principal and Assistant Principal and will be responsible for providing administrative support in relation to the organisation of internal and external Academy examinations and timescales. The Exams team plays a vital role in the running of each of our Academies during exam seasons, which requires the post holder to develop a multitude of relationships with internal and external stakeholders. The post holder will also work closely with the local Academy Assistant Principal for Achievement to ensure the continuous assessment framework is adhered to.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Trent Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Bluecoat Trent Academy and the vacancy, please visit www.bluecoattrent.co.uk/vacancies.

To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

If you wish to discuss the role further please email cmcmamus@archwaytrust.co.uk.

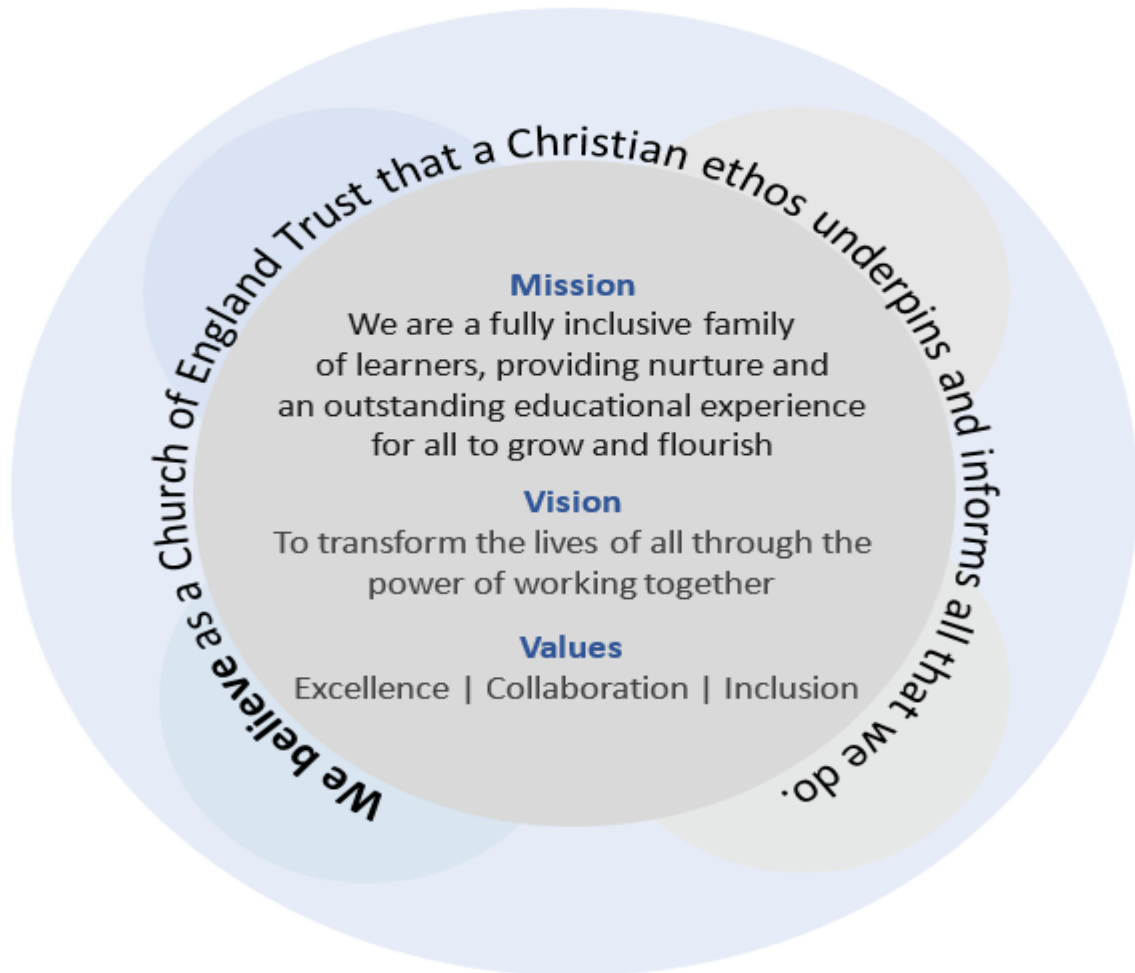
Applications open: Wednesday 19th June 2024

Closing Date: 9am Friday 5th July 2024

Interview Date: Wednesday 10th July 2024

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives

“The trust fully supports the school’s ambitious vision and its distinctive culture. Support and challenge for leaders are robust and effective. Staff feel valued and are extremely proud to work at the school.”

OFSTED January 2024

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

“The school has a clearly understood behaviour policy that helps pupils to conduct themselves well. Within lessons, disruption is rare. If it happens, pupils respond well to the support they receive to manage their behaviour in the future. Staff are typically consistent at implementing the rules. This ensures that pupils feel a sense of fairness in how they are treated.”

OFSTED January 2024

Job Description

POST TITLE: EXAMS OFFICER

GRADE: GRADE 8, POINTS 19-24

RESPONSIBLE TO: ASSISTANT PRINCIPAL; ACHIEVEMENT

JOB PURPOSE

This post holder will work under the supervision of the Assistant Principal to:

- Lead and manage external and internal examinations and associated activities
- Manage invigilation team including supporting recruitment, induction and training
- To support the management of the examination budget with the budget holder
- Keep up to date with all appropriate professional development and training
- Line management of local data officer

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall aims of the Trust and Academy Improvement Plans
4. To develop and implement own professional development and skills
5. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
6. To demonstrate an excellent record of attendance and punctuality.
7. Work cooperatively as part of the Trust wide staff team
8. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

Exam Management

- Acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.
- Administer the process for registrations, entries and access arrangements, having an understanding of the Disability Discrimination Act and JCQ Access Arrangements, Special Consideration and understand the importance of these in the role.
- Administer the process for coursework and controlled assessments including the submission of centre assessed marks, record and dispatch of moderation samples.

- Administer the examination process pre, during and post exam, including candidate information, room bookings, exam timetabling and despatch of completed exam papers.
- Recruit, train and direct external invigilation team. Organise proficient and cost effective invigilation for each examination session, collate their time sheets, keeping accurate records of hours worked, sign off and send to Personnel for payment.
- Reporting and documenting suspected or alleged malpractice under the supervision of SLT.
- Coordinate the accommodation required for examinations and additional equipment as needed ensuring all relevant stakeholders are consulted and informed.
- Manage the receipt of examination results on results days, including the main August examination results days, in liaison with SLT and to organise the distribution of results to students.
- Train support staff and invigilators to enable them to act as examination scribes, prompts or readers.
- Responsible for gaining approval to run new courses, completing all relevant policy documents and paperwork.
- Manage the provision of access arrangements in examinations in liaison with the SENDCo.
- In conjunction with the Line Manager, take responsibility for personal professional development, keeping up-to-date with changes to public examination procedures.
- Attend training to support improvements in efficiency and effectiveness of the School's examination procedures and results data management.
- Participate in additional training and other learning activities and performance development as required.
- Attend and contribute to trust Exams Officer Network meetings, maximising opportunities for collaboration and peer support.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post.

Exam Administration

- Responsible for processing requests for remarks, return of scripts and appeals against results; liaising, as required, with relevant colleagues and advising on options for retakes.
- Monitor exam attendance and work with the attendance officer and SLT.
- Responsible for any special exam provisions for students on roll but off site e.g. Transferred, Alternative Provision or home-educated candidates.
- Be responsible for the receipt, checking and secure storage of exam papers and material.
- Maintain examination resources, such as examination laptops and computer reading pens.
- Responsible for managing students' behaviour in exams, dealing with disciplinary issues as they arise. Following up any issues with students, parents and SLT.
- Ensure special consideration is requested for all students who are eligible and gather appropriate evidence.
- Manage the claim of results for vocational qualifications. Ensuring the data is accurate.
- Ensure that all entry fees levied from students for resits are collected and paid to the finance department, liaising with the finance department to improve collection methods.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.

| PERSON SPECIFICATION – EXAMS OFFICER | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| EDUCATION & TRAINING | | |
| Further or Higher Education | | * |
| Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training. | * | |
| KNOWLEDGE | | |
| Previous working knowledge of SIMs database or similar. | | * |
| A sound knowledge of a range of computer applications including high level knowledge of MS Office, specifically Excel | * | |
| Thorough knowledge of Excel features such as lookup functions, complex nested formulas, conditional formatting and PivotTables | * | |
| Ability to analyse complex data and present information clearly in a variety of formats such as tables or charts as appropriate | * | |
| Knowledge of methods to extract, transform and load data in Excel such as SQL queries, VBA and/or Power Query | | * |
| Knowledge of relevant policies, legislation and codes of practice | * | |
| EXPERIENCE | | |
| Previous experience of working within an educational setting | | * |
| Previous experience in leading a team | | * |
| Significant experience of administrative processes | * | |
| Previous experience of line management | | * |
| PROFESSIONAL SKILLS | | |
| Excellent communication and interpersonal skills | * | |
| Ability to communicate with a wide range of audiences, including young people, employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others | * | |
| Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines. | * | |
| Excellent organisational skills with a willingness to respond positively to changing circumstances. | * | |
| Ability to lead and manage staff effectively and sensitively | | * |
| PERSONAL QUALITIES | | |
| Confidence and independence to work using own initiative | * | |
| Assertive, enthusiastic, motivated and committed | * | |
| Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these. | * | |
| Builds and maintains effective relationships with colleagues. | * | |
| Good time management skills | * | |
| Commitment to Equal Opportunities | * | |
| Willingness to work within the Christian framework of the Academy | * | |
| Tact, sensitivity, integrity, good judgement. | * | |
| Suitability to work with children. Enhanced DBS check. | * | |