Job Description

Job title: **Exams Officer**
Reports to: **Vice Principal**
Location: **The Halley Academy**

General responsibilities

- To align with our academy vision and values and engage with students and adults in a positive, caring and respectful manner at all times;
- To carry out all work relating to The Halley Academy Examinations procedures;
- To work closely with the Academy Leadership Team and colleagues in the implementation of the Academy's and the Joint Council for Qualifications Policies and to ensure all reasonable steps are taken to meet the objectives to support the progress of students;
- To support additional academy administration and reprographic duties as directed by the Administration and Data Manager or Academy Leadership Team;
- To ensure equal access and opportunities for students and staff in the academy

Examinations

- Organise and administer both external and internal examinations including entry, delivery and analysis of data, and management of the invigilation team;
- Entering pupils for public examinations using electronic data interchange where possible, ensuring a manual backup, and liaising with Exams Managers/Officers at all Trust Schools to ensure entries are made and results are forwarded;
- To liaise with Premises staff with regard to the setting up of exam rooms ensuring that name cards and exam papers are set out prior to commencement of exams and that a suitable seating plan is in place;
- Production of timetables as follows:
    - 1. Production of timetable for students, staff and parents
    - 2. Advise the Academy Leadership Team of timetable clashes so that appropriate supervision and rooms can be arranged
    - 3. Book external invigilators and create invigilation timetable
    - 4. Start and finish all exams both public and internal
- **Security:** To ensure that exam papers are checked and stored safely in accordance with exam board rules.
- **Special Educational Needs Requirements:** To apply to exam boards for access arrangements for students with additional educational needs (AEN) and liaise with the AEN Department with regard to the number of Learning Support Assistants needed for each exam.
- **Results**:
    - Download results by Electronic Data Interchange (EDI) prior to publication of results
    - Produce result statements for students
    - Attend school on Results Day
    - Deal with any appeals/return of exam papers
    - Check and collate certificates ensuring Directors of Learning have copies
    - Liaison with Data Team on dissemination of examination results and Edcheck and Forvus
- **Review:** Develop an annual report regarding efficacy of examination arrangements and suggest recommendations for development and practice.
- To have 'Examination Officer' responsibility for the academy and be the named contact with examination boards used, maintaining a good working relationship;
- To have overall responsibility for the operation of all external and internal examinations and assessments, including BTEC external assessment;
- To manage the process of examination entries, seating and invigilation of all relevant examinations;

- To be responsible for the downloading and processing of examination results;
- To review the qualifications undertaken at the academy, updating relevant staff and documentation where appropriate;
- To provide the Principal and Finance Manager with estimated examination fees at the beginning of each academic year;
- To process applications to new examination boards when required;
- To liaise with examinations colleagues in the consortium and other schools regarding to students taught at multiple centres, exchanging relevant data;
- Work closely with colleagues across Leigh Academies Trust and external partners;
- To train relevant staff on the use of systems, assessment and examinations;
- To ensure key exam dates and information are posted on the weekly update and school Calendar;
- To maintain the academy's management information system with all examinations data and information.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post;
- To engage actively in the performance development process (On Track), addressing performance expectations set in conjunction with the line manager during the autumn modules each academic year;
- To participate in training and other professional development learning activities as required;
- To promote equal opportunities and celebrate diversity in all aspects of the academy;
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example;
- To support and attend academy events such as Open Evening/Transition Evenings, as requested;
- To actively promote the academy's and trust's corporate policies;
- To adhere to the academy's Dress Code;
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate;
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the Department for Education Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies;
- To be aware of and comply with all academy and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1) Equal Opportunities
2) Health and Safety
3) General Data Protection Regulations (2018) and Data Protection Act (2018)
4) Safeguarding children

Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.