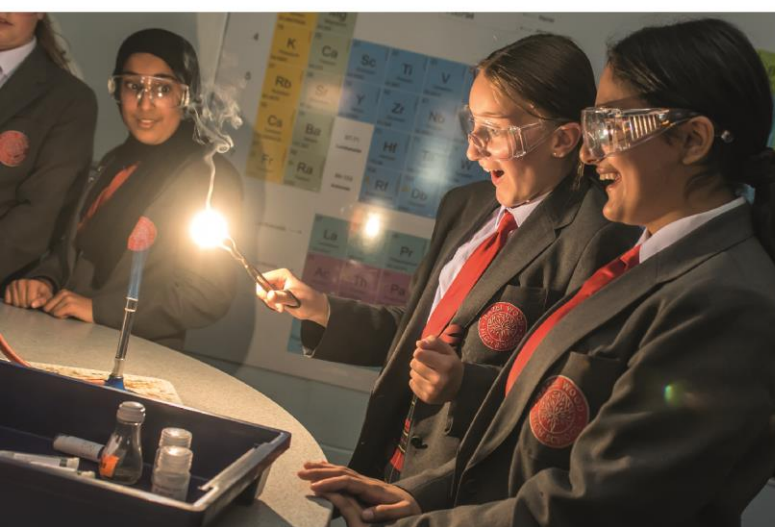




Hazel Wood
High School



Maternity Cover - Data, Assessment and Exams Officer Candidate Pack



Part of the

Oak 
Learning Partnership

Please visit our school website for further information.
<http://www.hazelwoodhigh.co.uk/>

Welcome from the Headteacher

Dear Candidate,

I am the Headteacher of Hazel Wood High School and, during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

Our school has a good reputation for being caring and inclusive, and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students. Every student at Hazel Wood high School is challenged to achieve outcomes in line with the top 20% of students nationally, who have the same starting points, and we are determined not to settle for mediocrity. At Hazel Wood, we have high expectations around behaviour and learning, and we support staff to actively apply these in the classroom, every day. With a consistent and supportive approach for all staff, this facilitates the student's ability to understand and meet our expectations every day.

We believe that all our students deserve the very best education that we can provide and our teaching staff aspire to raise the standards and quality of teaching and learning. This is encouraged through inspiring and supporting colleagues with bespoke CPD; and by ensuring that best practice is shared and embedded. Having the right team in place is essential to this. Therefore, we thank you for reading through our application pack and considering us as the next step in your career.

The cumulative impact of all our school improvement work has been recognised both by our Ofsted Monitoring visit after academisation, and by many external agencies who have worked with us. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring, we are as financially secure as anyone can be at the present time. This is an exciting time for the school, our students and our staff.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase of our transformation. If you would like to join our excellent team then we would like to hear more about you.

Visits to the school prior to application are both welcomed and encouraged. Please contact the school on **0161 797 6543** or by e-mailing enquiries@hazelwoodhigh.co.uk to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application.

Please visit our school website for further information.
<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh
Headteacher at Hazel Wood High School



"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."

Member of our Admin Team
at Hazel Wood High
School



Data, Assessment and Exams Officer

Salary: Grade 9, SCP 18, actual salary £22,284 per annum

Hours: 37 hours per week, term time plus 8 additional days

Closing Date: 9:00am, Wednesday 5th October

Interview Date: Monday 10th October

Required for as soon as possible

Please note; this is a temporary role to cover the maternity leave of the current post holder

The Oak Learning Partnership on behalf of Hazel Wood High School are seeking to appoint a motivated and hardworking Data, Assessment and Exams Officer, capable of making a strong contribution to our rapidly improving school.

We are looking for a candidate who can develop and implement the school's timetable to promote effective teaching and learning, co-ordinate the overall exam process and provide technical knowledge pertaining to assessments.

This is a great opportunity to join a dedicated and hardworking department where you will be supported to develop your practice. We are looking for a colleague who will demonstrate a high level of commitment and provide accurate administrative support.

The successful candidate will:

- Be responsible for the administration, organisation and smooth running of all examinations in the school.
- Support the work of the admin team to ensure administrative duties are completed when required.
- Manage the school's MIS system.
- Provide confident and critical information of whole school target grades to Headteacher and SLT.
- Have excellent IT skills and will be proficient in using Microsoft office and other bespoke IT software.
- Liaise with students to ensure accuracy of information and clarity of Exam Board requirements.
- Maintain the strictest confidentiality at all times.

You will be part of an excellent team and will be given extensive support to ensure that you develop to your full potential both within this role and beyond.

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.



How to Apply

Closing Date: 9:00am, Wednesday 5th October

Interview date: Monday 10th October

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please do not send CVs. Applications should be sent to:

recruitment@oaklp.co.uk For the attention of Mr. Paul Greenhalgh





"Hazel wood is a fabulous place to work. We are like one big family. Not only do we have amazing pupils and families, we also have the opportunity to develop ourselves and take part in professional development which prepares us for future roles. The Senior Leadership Team are really supportive and we are encouraged to share our ideas in order to make our school a better place."

Teacher at Hazel Wood
High School

Data, Assessment and Exams Officer

Salary: Grade 9, SCP 18, actual salary £22,284 per annum

Hours: 37 hours per week, term time plus 8 additional days

Closing Date: Wednesday 5th October

Interview Date: Monday 10th October

Job Description

Normal place of work: Hazel Wood High School, although you may be required to work at any other school within the Trust.

Normal working hours: 37 hours per week, term time plus 8 additional days.

Responsible to: Headteacher, Assistant Headteacher (For Progress) and School Business Manager

PURPOSE OF THE POST

- To lead on the development and delivery of clear data processes, management information systems and to be an efficient part of the support team to ensure accurate and effective data across the whole school.
- To take responsibility for all areas of data input and output ensuring the integrity of the data and that the data is stored safely and is readily accessible for those who require it.
- To be an expert user of Management Information Systems and Microsoft Packages, particularly Excel.
- To be responsible for providing reports, as required, for all stakeholders including the DfE, LA, QEB, SLT, Heads of Department, SENCO, parents and students.
- To be responsible for the administration, organisation and smooth running of all internal and external examinations in school.
- To provide assessment and reporting administration.
- To support the school in the development, production and publication of the timetable including allocation of staff and students to their relevant rooms, form groups and classes.
- To be responsible for managing, developing and co-ordinating all aspects of the school's information management systems (MIS) relevant to the role to maximise its use.
- To assist with the organisation of Awards Evenings.
- To provide general administrative support as required.

DUTIES AND RESPONSIBILITIES

Data and Data Assessment:

- To provide personal, administrative, organisational and strategic support to the Assistant Headteacher in the processing of target data, internal data and external data, producing any related documents and information.
- To set up and manage systems for tracking student progress data at each Key Stage and ensure that target data is generated on an annual and an ad hoc basis when new students join the school.
- To ensure the general upkeep and maintenance of SIMs including beginning/end of year procedures.
- To be responsible for developing the potential of the SIMs package for increased needs in school and to act as Super User in relation to Secure Access (S2S), FFT, 4matrix as well as processing and creating accurate, confidential data for relevant bodies i.e. Headteacher, SLT. Governors, parents, pupils, agencies etc.
- To manage the efficient transfer of data in readiness for the beginning of each new academic year.
- To ensure all data, including examination information, student performance, pastoral indicators, SEN and KS3 and KS4 assessments are correctly stored and managed within SIMs.
- To ensure the punctual addition of information to 4matrix, e.g. Data Captures and ensure that information, including curriculum and KS2 data on 4matrix is accurate and matches SIMs.
- To support the Students' Aspirations Lead in the management of student destination data and provide training to staff and Governors on the use of the school's data systems and how to optimise their use.
- Conduct appropriate consultations in the development of the timetable, including with: SLT/Directors of Learning and Pastoral leaders and input any changes to timetables including for new staff and students.
- To be the first point of contact for staff around data queries and provide all staff with written guidance on how to access various programmes within the assessment programme.
- To undertake relevant CPD.
- To manage the administration of each reporting cycle and to generate reports to parents at the end of the assessment periods as outlined in the assessment calendar.
- To monitor return deadlines for data returns.
- To undertake quality assurance methods to ensure the integrity of the data at all times.
- To provide compliance with Government data requirements and the completion of all statutory data returns.
- Provide advice to the leadership team regarding the number of classes, periods and staffing requirements to enable timely decision making in relation to school planning.
- Conduct an annual evaluation of the timetable in relation to curriculum, staffing and other resourcing priorities, and provide advice to the leadership team.

- To collect and input as required various performance data into the School Information Management Systems.
- To Liaise with MIS provider to enhance technical knowledge regarding pupil progress tracking and to disseminate knowledge gained to appropriate personnel.
- To advise the Assistant Headteacher of new assessment packages which may improve and augment existing systems and the effective tracking of pupils.
- To check and amend data submitted by teaching staff before collating and providing analytical information pertaining to creation of all pupil reports.
- To ensure the database contains accurate assessment information and input all data for student exam entries.
- To input accurately KS2 results and baseline data for new school intake to create assessment information for their ongoing progress through the school from KS2 – KS4.
- Working independently, take control and responsibility for rolling over all target grades in the MIS issuing them to Assistant Headteacher.
- Provide confidential and critical information on whole school overviews of target grades to Headteacher and SLT.
- To provide advice and guidance to staff on matters relating to pupil tracking.
- To complete various official returns regarding KS2/KS3/KS4 information.
- To complete school census.

Examinations:

- To act as a central point of contact for all matters relating to examinations including external examination inspections and be responsible for external and internal communication with examination boards/awarding bodies.
- To design, implement and review all examination policies and protocols on an annual basis. Produce guidelines on examinations procedures for staff, pupils and parents, ensuring compliance with JCQ regulations.
- To be responsible for JCQ and other external assessor inspections and carry out risk assessments for any conflict of interest relating to the examinations in accordance with JCQ.
- To be familiar with rules and regulations issued by awarding bodies and to ensure awareness and compliance by Heads of Department, invigilators and candidates.
- To prepare the examination timetables for internal examinations.
- To set calendar deadlines and schedules for all stages in the process of entering and examining students for external examinations, and to inform pupils and staff of details.
- To communicate with Heads of Department to ensure accuracy of all subject specifications, informing them of any relevant changes.
- To prepare examination entry forms and to liaise with Heads of Department in completing and dispatching accurate lists of candidates to examination boards/awarding bodies at the dates set by the boards.
- To check and confirm all examination entries with departments and candidates.
- To produce guidelines on exam procedures and conduct, disseminate to staff and students and advise students of the examination boards' code of conduct during examinations.

- To liaise with the SENCO and Assistant Headteacher to ensure that all pupils have access to relevant examinations and assessment regardless of ability and complete and manage all relevant Access Arrangement documentation in accordance with JCQ regulations.
- To complete special consideration forms for unwell/injured/absent candidates where appropriate.
- To ensure the correct number of external examination papers have been received and be responsible for storage and security of the papers and completed examination work, as necessary.
- To advise the Senior Leadership Team on the organisation, administration and conduct of internal and external examinations.
- Management, recruitment and training of the external invigilation team with regard to invigilation requirements, arrangements for the beginning and end of exams and school procedures and manage the production of invigilation timetables.
- To produce a schedule of rooms to be used for exams and resolve examination clashes in accordance with regulations and be responsible for the smooth running of the examinations in the exam rooms.
- To officiate at the start and end of examinations.
- To produce student seating plans for the main examination hall/ other rooms where exams are taking place, ensure all necessary stationery and materials are available and take responsibility for the distribution of examination papers on examination days.
- Liaise with students regarding the accuracy of information provided to Exam Boards for exam entries; ensuring students are aware of the Exam Board requirements regarding their conduct during exams.
- Along with the Assistant Headteacher, conduct any initial investigations required by exam boards in the event of maladministration or malpractice.
- To collect controlled assessments, mark sheets and samples of controlled assessments, for transmission to examination boards/moderators, together with any forecast grades required.
- To oversee the downloading of public exam results on the day before they are released to students, printing off the appropriate documentation and make the necessary arrangements for their distribution to pupils.
- Being present and available in school on the days when results are notified and overseeing the distribution of results to candidates on the day and any data required for press release.
- To manage and co-ordinate any administrative tasks required relating to re-sits, queries and appeals, following consultation with relevant staff.
- To be responsible for the management of the examinations budget and keep accurate records of exam entry costs and report on the examinations budget to the Senior Leader.
- To make arrangements to receive, check, file, store and secure all certificates relating to external examinations; to participate in the organisation and arrangements for their distribution at both presentation evenings and subsequently.
- To organise and chair Examination Officers Network Meetings and attend Examination Board meetings as required – online.
- Ensure that effective communication procedures are in place with students, parents, teaching staff and the Headteacher to deal with all enquiries regarding exam entries, timetables, results and remarks and appeals.
- To check student's exam certificates when they arrive from the exam boards and ensure they are ready for distribution.
- To keep up to date with changes in exam regulations.

Administration:

- Answer and respond to telephone calls for Data and Assessment Co-Ordinator.
- Provide cover for reception as and when required.
- Undertake general administration duties, including photocopying, filing and scanning.
- To undertake IT based tasks including the production of letters, reports and schedules.
- Working independently and using own initiative to organise own workload to meet critical deadlines within the school calendar.

Other:

- To work flexibly to meet the changing needs of the Trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the Executive Business Manager.
- Follow school ethos and values of respect, responsibility and aspiration.

Data, Assessment and Exams Officer Person Specification

CRITERIA		Education, Training, Experience and Knowledge: On their application form, candidates will demonstrate that they have the following training, qualifications and knowledge:
ESSENTIAL		
<ul style="list-style-type: none">• GCSE Maths, English and ICT at Grades C or above (or equivalent).• Experience of working within Administration.• Experience of working within a team.• IT skills including MS Office and bespoke software.• Knowledge of examination legislation.	<ul style="list-style-type: none">• Experience of working in a similar role in a school / academy.	
CRITERIA		Ability, Skills and Attributes: On their application form, candidates will demonstrate that they have the following ability, skills and Attributes:
ESSENTIAL		
<ul style="list-style-type: none">• Ability to communicate verbally and in writing effectively and confidentially with persons at all levels.• Ability to manipulate high level data for a variety of audiences.• Ability to deal with situations under pressure in a tactful, calm and confident manner• Possesses good numeracy and literacy skills.• Ability to work collaboratively and independently, understanding the school roles and responsibilities.• Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines.• Commitment to continuing professional development.• Demonstrate the ability to operate various software packages i.e. Microsoft Word and Excel.• Ability to maintain strictest confidentiality and integrity at all times.• Ability to be flexible in order to create effective solutions.		



Aspiration



Integrity



Resilience

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Hazel Wood High School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children's lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I'm excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration**, **Resilience**, and **Integrity** in everything we do.

If you're excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

James Franklin-Smith
CEO of Oak Learning Partnership



oaklp.co.uk



Schools within our Trust

Find out more on our website: <https://oaklp.co.uk/our-schools/>

Oak Learning Partnership is a recently-established Trust of schools which currently comprises of a primary, secondary and special school in Bury, Greater Manchester. We are an educational charity which exists to advance education. As a Trust, Oak Learning Partnership is one single organisation to which all our schools belong, and all staff in our individual schools and our central team work for the Trust as a single entity.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's imperative to us that each school has its own individuality and autonomy and we are very keen for schools to be managed by their own leadership team and staff. The Trust's central team is made up of both business and educational professionals, and their role is to support schools to be the best they can be. We are passionate about being part of a family of schools and know the benefits this brings to young people, staff and communities.


Our Trust is committed to improving the life chances of children and young people through the delivery of an excellent, well-rounded education. At Oak we live and breathe inclusion; this is at the heart of our ethos and we aim for it to be a golden thread of strong practice which links all of schools together. Our core values of Aspiration, Resilience, and Integrity drive everything we do.



Unsworth Primary School is a 'family' school with the motto 'Together We Build Understanding.' The five chosen values of happiness, honesty, friendship, respect and learning are at the heart of developing children's social and academic understanding and ensuring that they enjoy making progress together.

Hazel Wood High School is driven by the core values of Pride, Respect and Aspiration. Pupils are members of a very inclusive school community which offers them the opportunity and encouragement to aim high and excel.

Elms Bank is a generic secondary special school for pupils aged between 11 and 19 years old. Elms Bank works in partnership with many other agencies to ensure that the specific needs of each pupil are met so that they can grow in confidence both socially and academically.



“Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other.”

Member of our Trust
Estates and Facilities
staff

At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

Staff Benefits



CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



Tech Scheme

Tech scheme through techscheme.co.uk



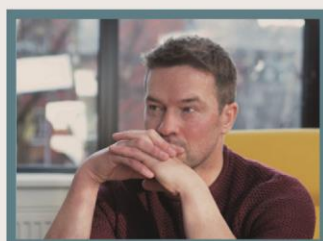
Cycle Scheme

Cycle scheme through cyclescheme.co.uk.



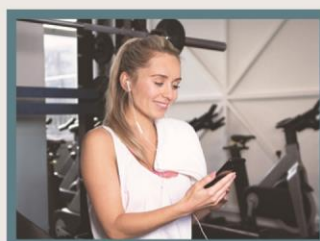
Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



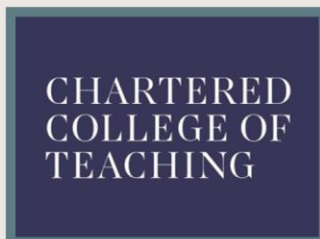
Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



On Site Parking

On site parking is available for staff with level access to the building.



Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



Hazel Wood
High School

Thank you

Hazel Wood High School

Hazel Avenue
Bury
Lancashire
BL9 7QT

0161 797 6543

recruitment@oaklp.co.uk

www.hazelwoodhigh.co.uk



Part of the

Oak 
Learning Partnership