

Job Description

Post Title: Data & Examinations Officer

Establishment: Outwood Academy Foxhills

Grade: Grade 6 -37 hours per week - 52 weeks per year

Reporting to: Vice Principal Deep Experience and Regional Data Manager

Overall purpose of the post

- Maintaining accurate pupil tracking of assessment data and thereby assisting Departmental Managers and the SLT in raising standards within teaching and learning.
- Providing administrative support for the staff and students of the academy.

Responsibilities and accountabilities

Assessment/Pupil Tracking

1. Data production as part of raising achievement;
2. Setting up and using Praising Stars – ensuring smooth operation between all staff from instigation, 6 times per year with relevant assessment dates determined and entered into the staff/student calendar in liaison with SLT;
3. Ensuring accurate recording of student attainment;
4. Producing relevant reports of targets, attainment, attendance and academic monitoring for staff, departmental managers and SLT;
5. Assisting the SLT and Learning Managers in identifying underachieving pupils and borderline pupils who may not achieve headline measures;
6. Providing all teachers and parents with pupil assessment data for all review days;
7. Management of the MIS examinations system including downloading of examination components for entries onto the MIS examination system;
8. Management and allocation of electronic data interchange;
9. Management of entries and liaison with curricula managers.

Examinations

10. Liaison with all examination boards;
11. Distribution of examination listing for amendment and checking by curriculum managers;
12. Distribution of pupil examination timetables and validation forms;
13. Distribution of letters to pupils, parents and examination boards on relevant examination issues;

18. Liaising with the Special Needs Department regarding applications for access arrangements required for candidates;
19. The organisation of the Invigilation team including timetabling and training of external invigilators;
20. Starting and finishing of examinations;
21. Responsibility for the overall operation in exam halls and supervising the operation of invigilation during examinations;
22. Dispatch of scripts to correct examiners;
23. Controlled assessments: ensuring deadlines are met to provide marks to awarding bodies and moderators for all controlled assessment subjects;
24. Dispatch of completed scripts to markers with accurate attendance sheets;
25. Estimated Grades: ensuring deadlines are met to provide estimated grades to awarding bodies;
26. Overseeing the examination store;
27. Receipt of mark sheets for examiner information;
28. Examination Results: Receiving and printing results from computerised package;
29. Collating results slips to distribute to students;
30. Keeping accurate records of all examination certificates received in the academy;
31. The organisation of examination certificates for presentation evening;
32. Fire Marshall duties in the case of Fire and/or Emergency Evacuation;
33. To undertake First Aid duties on direction from the Principal;
34. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
35. To comply with the academy policies and procedures at all times;
36. To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals

Internal: Students, staff, Governors, parents and any other visitors to the academy

This job description may be subject to change, following consultation between the post holder and the academy.