

# Job Description

**Job Title:** Exams & Assessment Assistant

**Reporting to:** Exams & Assessment Officer

**Grade:** 5

**Accountable for:** Assisting in the examination and data management within the Academy both internal and external.

**Contract Type:** Term Time plus 10 days

## Overall purpose of the post:

To support the accurate management and running of all examinations

Assisting the Exams & Assessment Officer in maintaining accurate pupil tracking of key assessment data, thereby, assisting SLT and Curriculum Leaders in raising standards within teaching and learning.

To provide administration and data support to staff and students within the Academy

To provide Business Services with data and administration support

## Main duties and responsibilities:

### Assisting the Exams & Assessment Officer with Examination Management

- Assisting the Exams & Assessment Officer in the management of the MIS examinations system
- Assisting in the distribution of examination entries for amendment and checking by Subject Leaders.
- Assisting in the distribution of pupil examination timetables, and validated forms.
- Distribution of letters to pupils, parents and examination boards on relevant examination issues.
- Liaising with the Special Needs Department regarding applications for access arrangements required for candidates.
- Assisting in the organisation and management of the Invigilation timetabling and training of external invigilators.
- Ensure the timely receipt and delivery of mark sheets and controlled assessments for examiners.
- Assisting the Exams & Assessment Officer with the receipt and communication of examination results from the computerised timetable package.
- Assisting in the collation and distribution of result slips to students.
- Assist with any other duties necessary to ensure the smooth running and effective management of internal and external examinations

### Assisting the Exams & Assessment Officer with Data / Assessment / Pupil Tracking

- Assisting in the production of accurate data as part of raising student progress and achievement
- Use of 'Praising Stars' (OGAT assessment tracking system) – supporting all staff in the correct and timely usage of the system.
- Data input to support the coordination and completion of the census returns
- Assisting in the statistical analysis and review of all assessment data and trends for departmental managers and SLT, including attainment data and how this compares to predicted attainment
- Update and maintain accurate student paper and electronic records, including starters and leavers
- Assisting the Exams & Assessment Officer in updating student timetables into the MIS system as required during the academic year
- Data input to support the completion of the Performance Tables checking exercises
- Produce relevant reports/data relating to targets, attainment, progress, attendance and academic monitoring for the Academy.
- Assisting the Exams & Assessment Officer, SLT and Learning Managers in identifying underachieving students who may not achieve 5 A\*-C or Progress 8 targets during each assessment cycle
- Provide all parents with pupil assessment data

- Compliance of all Academy's policies, protocols and procedures at all times.
- Compliance with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake any other reasonable duty (with competence and experience) as required in accordance with the needs and challenges of the Academy.

This job description may be subject to change, depending on the requirements of the Academy.

### **Special Features**

- 37 hours Monday to Friday
- You will be required to attend all relevant download days, results days and the following week for the administration of script access and remarks
- Normal base is Outwood Academy Adwick; you will be required to attend OGAT meetings as requested at other Academy locations.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.