|  |  |
| --- | --- |
| MC_logo_Process | Mission Statement‘To provide education and skills that enhance the region’s economic and social prosperity’ |

|  |
| --- |
| Job Description |

|  |  |
| --- | --- |
| Post Holder |  |
| Job Title | Examinations Manager |
| Responsible to | Vice Principal Quality & Performance |

**Key Strategic Objectives**

* To actively contribute to the College’s Strategic Plan and in particular the ambition to become an outstanding provider of education and training.
* To hold and actively demonstrate the College’s Core Values in all that you do.
* Aim High…
* Work Hard…
* Take Responsibility…
* Do What’s Right…
* Respect Others…
* Challenge Yourself….
* Take Pride……
* To commit to the College’s Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.

**Specifically Responsibilities will be as follows**

1. To manage the examinations processes associated with FE examinations/ assessments, in respect of all awarding bodies, covering a broad range of subjects.
2. To manage the examinations processes associated with End Point Assessments, in respect of all awarding bodies, covering a broad range of subjects.
3. To manage the examinations processes associated with HE examinations/ assessments, in respect of The Open University, Pearson and Teesside University, covering a broad range of subjects.
4. To manage, develop and motivate the examinations team to deliver a flexible and supportive service as part of the wider College.
5. To manage the communication with awarding bodies, teaching staff and students on all matters relating to FE & HE examination assessment, administration and achievement, ensuring compliance with all College and awarding body examination policies.
6. To regularly review the quality and effectiveness of the examinations service to ensure it continues to meet customer needs and the requirements of the College’s quality assurance systems. Ensure data is supplied to internal and external customers using appropriate reporting mechanisms and according to agreed service standards.
7. To manage the examinations budget, secure receipt and despatch of examination scripts, registrations, exam outcomes and certificate distribution.
8. To devise and publish internal deadlines for the team and wider College for each examination series.
9. Arrange and deliver regular invigilation training to staff to ensure they have the current knowledge and skills to perform to the requirements of their role.
10. Be fully conversant with and able to interpret and implement JCQ and awarding body requirements including access arrangements.
11. Set clear performance targets for staff, give constructive feedback to help improve performance and offer appropriate support.
12. Induct new staff and agency staff into the team, carry out professional development reviews for team members, and identify individual team training needs and link to the team CPD plan.
13. Understand and apply the requirements of GDPR (and related data or privacy legislation) and store and distribute information and reports in accordance with this legislation.
14. Support the Cross College Awarding Body Coordinator in the effective completion of awarding body external moderation visits.
15. Work closely with all Curriculum Managers to ensure accurate registration and processing of achievement. Organise BTEC, GCSE and A Level results day to ensure students receive results in a timely and supportive manner.

**Professional Conduct**

1. Keep up to date with development in the subject area.
2. Be involved in any inspection of the College e.g. Ofsted.
3. Adhere to the general standards of conduct embodied in College policies and procedures

**Team Contribution**

1. Attend and run the examinations team meetings and also contribute to the wider Quality & Standards team meetings.
2. Work closely with colleagues in developing and improving the service offered by the examinations department.

**Other Duties**

1. To support and promote equality and diversity to ensure quality of opportunity for all students, visitors and staff and the elimination of discriminatory practices.
2. To maintain and promote a healthy and safe environment to ensure students, visitors and staff are safe from harm.
3. To support and promote the safeguarding of all students, visitors and staff.

**Flexibility**

1. The postholder may be required to undertake such other duties as may be reasonably required and in addition to the main tasks identified above.
2. Within the limitation set out in the contract of employment, working hours are flexible and can be subject to variation depending upon organisational needs.
3. This Job Description is current at the date shown below and in consultation with you and your Trade Union Representative (if applicable); it is liable to variation to reflect or anticipate changes in, or to, the College environment.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| Person Specification |

**Essential & Desirable Attributes**

The College is ideally looking for candidates who have most if not all of the required essential attributes below but may also have a one or more of the desirable attributes to complement their skill set.

| **Category** | **Ref** | **Criteria Description** |
| --- | --- | --- |
| **1. Skills and Qualities** |
| **Essential** | 1.1 | Good oral and written communication skills with a capacity to deal effectively with staff, students, parents, employers and others. |
| 1.2 | To have good leadership, organisational and time management skills with the ability to delegate effectively, manage and develop a team, work under pressure and deliver on deadlines. |
| 1.6 | Be a proficient user of IT including spread sheets and databases and encourage the wider use of IT.  |
| 1.7 | To have the ability to interpret complex guidance, rules and regulations, and be proficient at analysing data with excellent attention to detail. |
| **Desirable** | 1.8 | Experience of managing a budget. |

| **Category** | **Ref** | **Criteria Description** |
| --- | --- | --- |
| **2. Qualifications and Training** |
| **Essential** | 2.1 | To hold a relevant qualification at a minimum Level 3. |
| 2.2 | To hold, or be willing to work towards, a Management Qualification. |
| 2.3 | Grade C or above in Maths and English (or equivalent) or willing to work towards. |
| **Desirable** | 2.4 | A commitment to keep professional knowledge up to date and improve on capabilities. |

| **Category** | **Ref** | **Criteria Description** |
| --- | --- | --- |
| **3. Attitude / Disposition** |
| **Essential** | 3.1 | To be able to demonstrate behaviours consistent with the College’s Core Values. |
| 3.2 | To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College. |
| 3.3 | An ability to work well as a member of a team and to provide a quality service to all internal and external customers. |
| 3.4 | To be flexible, motivational and collaborative. |
| 3.5 | Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures. |

| **Category** | **Ref** | **Criteria Description** |
| --- | --- | --- |
| **4. Knowledge & Experience** |
| **Essential** | 4.1 | Excellent working knowledge of qualifications offered in the FE Sector. |
| 4.2 | Excellent working knowledge of JCQ and awarding body requirements. |
| 4.3 | Up to date knowledge of awarding body standards and requirements including RQF and QCF guidelines. |
| 4.4 | To have a good working knowledge of a range of awarding body standards and requirements. |

|  |
| --- |
| Contract Arrangements |

Business Support Staff will be engaged under a Contract of Employment determined by Middlesbrough College, supported by Contract Guidelines. Within your contract, the following salient features will apply:

|  |  |  |
| --- | --- | --- |
| 1. | Contract type | Business Support, Full-time, Permanent |
|  |
| 2. | Working week | 37 hours per week. |
|  |
| 3. | Holiday | 30 days per annum plus statutory bank holidays (holiday year 1 January - 31 December). |
|  |  |  |
| 4. | Period of Notice | Two Months |
|  |
| 5. | Salary Scales | Business SupportScale SO1/SO2£26,107 – £30,344 per annum. |
|  |
| 6. | Pension | Employees are eligible to join the Local Government Pension Scheme and the employee’s Pension Contribution will be 6.5%. Further information will be provided on appointment to the post. |
|  |
| 7. | Sickness | The Corporation’s Sickness Policy will apply and further information is available from the Human Resources Department on request. |
|  |  |  |
| 8. | Disclosure & Barring Service Check | From the 1 August 2018, new employees (with the exception of Apprentices, Business Support Scales 1, 2 & 3 or equivalent in Northern Skills Group) will be required to pay for the Disclosure & Barring Service Check, and this will be deducted from their payroll over the first three months of employment. The current cost of a Disclosure & Barring Service Check is £58.40.  |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.**