



Outcomes Focused, Child Centred



Data and Exams Assistant Recruitment Pack

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Welcome from the Chief Executive

On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.

We are unswerving in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

Welcome from the Principal

I am incredibly proud to be the Principal of Walbottle Academy. I feel privileged to lead such a talented, committed and hardworking community of pupils and staff.

At Walbottle Academy, our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life. We demonstrate a relentless daily commitment to our high expectations as we prepare our pupils for the challenges of a rapidly changing world. We are keen to share and for our community to understand our vision and how this underpins all that we do:

“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.”

It is a fantastic time to be part of our community and we firmly believe our staff will be incredibly successful as part of our academy and our Trust.

Mr M Wood
Principal

Northern Education Trust

Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

Our Academy

Transformational, Exciting and Proud.

Walbottle Academy has recently experienced significant changes, including improvements to the students' culture of learning. The academy has a fantastic praise culture that encourages students to be proud of their work, share their learning and to celebrate their achievements. The positive environment Walbottle Academy provides, ensures local children are proud of their academy, proud of themselves and are encouraged to do well.

As the largest academy within Northern Education Trust, staff at Walbottle Academy describe it as a sleeping giant. Despite having only joined Northern Education Trust in 2020, Walbottle Academy has seen rapid school improvement throughout. The huge impact of the Trust on the academy has resulted in systematic changes, structural alterations and enhanced leadership that has all worked together to drive phenomenal positive changes for both staff and students. Through the sharing of the Trust's vision and values, Walbottle Academy's staff and students have been united through a consistent, outcomes focused approach to teaching and learning that has helped progression to continue.

Overall, Walbottle Academy is still early in its journey but has already felt the overwhelming positivity that comes from being part of Northern Education Trust. Its community is united on improving outcomes and life chances for its students, maintaining a high culture of expectations and creating a positive space for students to thrive. Staff work together to do everything they can to raise students' aspirations and push individuals to achieve their potential – enhancing the life chances of the children and young people in their care.

Across our trust our support staff benefit from:

- High expectations and standards of all students
- Praise culture for staff and students
- Highly present and supportive leaders
- A dynamic enrichment programme for staff to be part of
- Bespoke CPD opportunities through the NET Staff College
- Succession planning and career development opportunities across the trust
- Staff make automatic progress up the pay scale within their grade
- Opportunities for career progression through our DEEPS model including being part of the senior leadership team
- A central team who provide strategic and operational support as well as training
- A large, dynamic and highly valued support staff team
- Access to Health Assured our wellbeing employee assistance programme

Academy life

For the most recent updates on academy life visit:

Web: <https://wba.northerneducationtrust.org>

Twitter: [@NETWalbottle](https://twitter.com/NETWalbottle)

Facebook: <https://www.facebook.com/NET-Walbottle-Academy-100472772053946>

The Application Process

Thank you for your interest in this role within Walbottle Academy.

The information, job description and person specification have been provided to help you decide whether you wish to apply and, if so make an effective, good quality application.

Please take the time to match your skills, experience and aspirations against these when reaching your decision.

The Application Form

It is important that you complete all sections of the form and you provide full accurate information in each section. CV's will not be accepted.

After the closing date all applications will be examined and shortlisting will take place. You will be notified at this point if your application has been unsuccessful by email or you will be invited for interview. Details of interviews and any required tasks that you may need to prepare for will be sent to you. At this point references will be sought if permission has been given.

On the day of interview, you will also be asked to bring various forms of identification and original certification as declared on your application.

Post interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment which will be followed up with a conditional job offer.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter

Further Information

Please return completed application forms to wba-recruitment@northerneducationtrust.org by 15th November 2021.

For further information contact Sophie Martin on telephone number 0191 2678221 or email s.martin2@northerneducationtrust.org

Walbottle Academy is committed to Safer Recruitment. Pre-Employment Checks will be undertaken prior to appointments being confirmed. Positions are subject to Enhanced DBS Checks. We expect all adults who work in our academy to share our commitment to Safeguarding and the Health and Well-Being of our Students.

Job Description



Northern Education Trust – Job Description

Job Title:	Data and Exams Assistant		
Base:	Walbottle Academy		
Reports to:	Data and Exams Manager	Grade:	N4, NJC SCP 5 – 8 (Subject to Job Evaluation)
Service responsibility:		Salary:	£19,312 - £20,493 FTE
Additional:	Some travel may be required across NET sites	Term:	37 hours / 41 weeks

JOB PURPOSE

- To support the processing of all external and internal examination procedures to ensure the smooth running of all examinations, controlled assessments and vocational qualifications in KS3, 4 and 5 (1700 students)
- To support the Data and Exams Officer in maintaining the Academy using SISRA and SIMs, supporting Teaching and Learning by interpreting and analysing trends and highlight fluctuations in performance to appropriate colleagues
- To provide capacity to the Data and Exams Officer in supporting the VP responsible for DEEP Experience, Heads of Departments and those with responsibility for year groups and sub groups to identify gaps in progress and attainment for groups, sub groups and individuals and to plan how to use resources effectively to close the gaps and improve attainment and progress
- To keep up to date with changes in curriculum, examinations and measures that impact on the local and national environment and to inform SLT of any significant changes

RESPONSIBILITIES:

Examinations:

1. Preparation and distribution of results notifications for students on results days.
2. Supporting the Data and Exams Officer in the collating and analysing of results for key staff in the academy.
3. Collating and preparing certificates for distribution to students.
4. Downloading base-data for examinations and vocational qualifications from the awarding bodies for import into SIMS examinations manager and preparation of the relevant exam seasons for each academic year.

5. Liaising with heads of faculty to collect information on courses being delivered and entries to be made with clear records to be kept to ensure the accuracy of entries and accountability of all parties involved.
6. Processing entries, amendments and estimated grades using SIMS examinations manager ensuring all deadlines are kept to and late fees are avoided for each examination season.
7. Contribute to the development of a pupil handbook to include all relevant information of the exam series such as entry lists, timetables, notices and instructions for pupil conduct.
8. Preparation of seating plans, place cards, notices and any other requisite materials to ensure that the examinations proceed in accordance within statutory guidelines as well as managing the entry and exit of students into the examinations hall to ensure a calm and orderly examination.
9. Supporting in the receipt and secure storage of examination materials and ensuring there is sufficient materials and examination stationary for each season.
10. Under the guidance of the Data and Exams Officer, checking scripts are present and ordered, packaging scripts and ensuring attendance registers are accurately completed before scripts are sent off using the Parcelforce yellow label service. Also packaging and posting any materials relating to controlled assessment, coursework etc.
11. Using where possible the SIMS examinations manager for administration of all vocational qualifications, including entry and unit claims for all subjects. Where this facility is not available using the awarding body secure websites.
12. To contribute to the training of exam invigilators and contributing to briefings before exams.
13. To support in the production of examination results analysis by subject for Heads of Department.
14. To attend any meetings, training or development opportunities as required by the post.
15. To undertake such additional duties as are reasonable commensurate with the level of this post.

Data:

1. To support in the management of SIMs
2. Support the Data and Exams Officer in managing users and permissions within SIMs, SISRA, Raise and FFT.
3. Populate targets for all admissions using KS2 data, CATs and KS3 data.
4. Maintain progress check system and reporting system in Assessment Manager.
5. Maintain base data mark sheets.
6. Support in the production of bespoke reports in SIMs for staff.
7. Upload progress checks to SISRA.
8. Maintain SISRA database, identifying for individual pupil's current working levels and end of key stage targets.
9. Attend data manager meetings organised by LA to keep abreast of current issues in Academy's.
10. Update Course Manager with new teaching personnel to allow access to mark sheets.
11. To work closely with the Data and Exams Officer to create, maintain and adapt data collection systems and processes.
12. To identify trends and key issues for the Academy.
13. To support in the management of the timely and accurate entry and processing of data relating to students including personal details, achievement, attainment, behaviour, demographics and other areas required by the Academy.

14. To produce reports as required by the SLT based on Raise on line and/or other OFSTED documents.
15. To support the production and distribution of student reports.
16. To ensure that all data and information is processed in accordance with Data Protection principles.
17. To provide advice on Freedom of Information and Data Protection requests in line with relevant legislation.
18. To become involved in project work and support the SLT in implementing new initiatives.
19. To support the Academy in continuing to develop and maintain effective and efficient systems of work.
20. To provide training and support to internal customers on data analysis and usage.

GENERAL

1. To participate in wider Academy meetings and working groups as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date:

Person Specification

Northern Education Trust
Post: Student Services Receptionist
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE or equivalent at Grade C or above (inc English and Maths)	E	✓	
2.	A Levels or equivalent	D	✓	
3.	Degree or equivalent	D	✓	
4.	Evidence of recent professional development	E	✓	
EXPERIENCE				
5.	High level of experience in SIMs with the ability to produce and manipulate data	E	✓	✓
6.	Excellent working knowledge of Microsoft Office Package	E	✓	✓
7.	The ability to collect, manipulate and analyse data using Microsoft Excel	E	✓	✓
8.	Full working knowledge of relevant policies, codes of practice and legislation	D	✓	✓
9.	Experience of working in an educational establishment	D	✓	✓
10.	Knowledge of how the use of data can be used to improve performance and develop intervention strategies	D	✓	✓
11.	Knowledge of SISRA	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Ability to carry out detailed written and verbal instructions, to balance potentially	E	✓	✓

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
	conflicting demands and be able to work to deadlines			
13.	Strong interpersonal and communication skills	E	✓	✓
14.	High level of organisation and record keeping skills	E	✓	✓
15.	Meticulous attention to detail and a high degree of accuracy	E	✓	✓
16.	Ability to demonstrate initiative and be self-motivated	E	✓	✓
17.	Supportive approach to others and an ability to relate well to colleagues and students	E	✓	✓
18.	Flexibility to adapt in an every changing environment	E	✓	✓
PERSONAL QUALITIES				
19.	Pleasant and friendly manner	E	✓	✓
20.	Polite and punctual	E	✓	✓
21.	Reliable	E	✓	✓
22.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

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