

Northern Education Trust – Job Description

Job Title:	Data & Exams Assistant	JE reference	JE373
Base:	Academy		
Reports to:	Regional data analyst or DEEP experience Lead	Grade:	Grade 3 SCP 7 -SCP 8
Service responsibility:		Salary:	£22,369.00 - £22,777.00 (FTE)
Additional:	Some travel may be required across NET sites	Term:	37 hours, 52 weeks

JOB PURPOSE

- To manage the processing of all external and internal examination procedures to ensure the smooth running of all examinations, controlled assessments and vocational qualifications
- To maintain the pupil data in the Academy using Bromcom and, where there is a sixth form, Oxford Analytics, supporting Teaching and Learning by interpreting and analysing trends and highlight fluctuations in performance to appropriate colleagues
- To work with the DEEP experience lead, subject directors, heads of department and subject leaders, Directors of Faculties and those with responsibility for year groups and subject directors 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. Downloading and importing results files into the academy's MIS when results are released in August
2. Preparation and distribution of results notifications for students on results day as well as resolving any queries with awarding bodies
3. Collating and analysing the results for publication to stakeholders and press
4. Collating and preparing certificates for distribution on presentation/prize giving evening
5. Liaising with heads of department to collect estimated entries for submission to awarding bodies
6. Downloading base-data for examinations and vocational qualifications from the awarding bodies for import into Bromcom examinations manager and preparation of the relevant exam seasons for each academic year
7. 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
8. Processing entries, amendments and estimated grades using Bromcom examinations manager ensuring all deadlines are kept to and late fees are avoided for each examination season

9. Liaise with facilities management to prepare the examinations hall
10. Preparation and 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
11. 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
12. Liaising with the SENDCO regarding candidates with SEND; applying to the awarding bodies for special considerations, access arrangements and modified materials where required. Also ensuring that any students sitting exams with access arrangements are catered for with appropriate rooming, support staff and invigilation
13. Managing the receipt and secure storage of examination materials and ensuring we have sufficient materials and examination stationary for each season
14. 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.
15. Using where possible the Bromcom 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
16. To resolve examination clashes in accordance with regulations
17. To recruit and train exam invigilators, as well as providing them with a handbook containing guidance and any relevant rules and regulations from the JCQ and awarding bodies. Examination invigilators will need to be briefed before each examination
18. To produce an overall examination timetable for each season and to distribute individual candidate timetables to students
19. To produce analysis of examination results by subject for heads of department
20. To develop and maintain the Academy's examinations policy, ensuring it is up to date and meets the JCQ requirements
21. To meet with the JCQ inspector and ensure all the requirements are met to enable the Academy to pass the inspection
22. To attend any meetings, training or development opportunities as required by the post
23. To undertake such additional duties as are reasonable commensurate with the level of this post

Data:

1. To have overall responsibility for Bromcom including being the principal point of contact for the LA Bromcom team and Capita
2. Manage users and permissions within Bromcom, Raise and FFT
3. Preparation of data for statutory returns e.g. academy census
4. Create targets for all admissions using KS2 data, CATs and KS3 data
5. Maintain progress check system and reporting system in Assessment Manager
6. Maintain base data mark sheets
7. Create bespoke reports in Bromcom for staff
8. Configure and maintain Bromcom discover
9. Attend data manager meetings organised by LA to keep abreast of current issues in academy's
10. Update course managers with new teaching personnel to allow access to mark sheets
11. To work closely with SLT to create, maintain and adapt data collection systems and processes
12. To collate, monitor and analyse data as required and provide comprehensive information and reporting assistance on a timely basis to SLT and other internal customers
13. To identify trends and key issues for the academy
14. To instigate and manage the academy assessment calendar
15. To manage 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

16. To produce reports as required by the SLT based on raise on line and/or other OFSTED documents
17. To be responsible for the development and production of student reports
18. To be responsible for the production of regular reports for key stakeholders relating to the progress and attainment of all year groups and identified groups
19. To ensure that all data and information is processed in accordance with Data Protection principles
20. To respond to and provide advice on freedom of information and data protection requests in line with relevant legislation
21. To become involved in project work and support the SLT in implementing new initiatives.
22. To support the academy in continuing to develop and maintain effective and efficient systems of work
23. To provide training and support to internal customers on data analysis and usage
24. To effectively communicate management information to a variety of audiences

GDPR

25. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.

GENERAL

2. To participate in wider Academy meetings and working groups as required
3. This role wholly or mainly involves working with children

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: