

Examinations & Data Officer

Recruitment Pack



Nurturing inclusive learning communities

CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital new post of Examinations & Data Officer at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

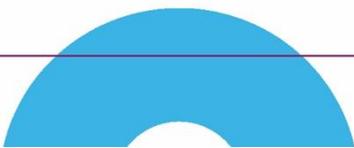
We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We currently have three academies (Ethos College, Reach Academy and Engage Academy) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Thank you for your interest in Ethos Academy Trust.

Jayne Foster

Jayne Foster
CEO, Ethos Academy Trust



HEADTEACHER WELCOME

Dear Applicant

Ethos College is based in Dewsbury, West Yorkshire and is a part of the Ethos Academy Trust. Ethos College provides long-term full-time education to Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. From our school, we also provide one to one teaching for a number of pupils across Key Stages 1 to 4 who are referred with medical needs or those whose needs are more complex.

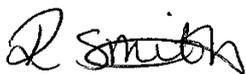
We are a well-established Pupil Referral Unit (PRU) with a long-standing reputation for achieving outstanding outcomes with vulnerable pupils. Our nurture-based philosophy underpins our practice. At Ethos College we provide a caring, stimulating, safe and welcoming environment where learning is enjoyable, and teaching is personalised to the needs and interests of individuals. Students are supported to fulfil their academic potential whilst developing the confidence and skills required to succeed in post-16 education, employment or training.

We recognise that children and young people may present themselves in a variety of ways. These may include becoming withdrawn or isolated from their friends and studies through to displaying challenging, disruptive or disturbing behaviours. For many young people these behaviours may reflect underlying mental health needs.

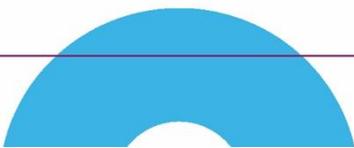
Our outstanding staff team are skilled at working with young people with needs across the SEMH range. In partnership with parents, carers and other professionals, we take a holistic approach to ensuring a young person's needs are identified and met throughout their journey at Ethos College, preparing them for the next stage of their lives.

At Ethos College, you will find strong, hardworking and dedicated members of staff. We believe in investing in our staff team and all staff have the opportunity to access high quality internal and external professional development. Working at Ethos College is extremely rewarding; making a difference to vulnerable young people across the local authority as part of a wider staff team and knowing that the work you have done has made an impact on a young person's education and life chances.

We are seeking to appoint an Examinations and Data Officer to join our strong and dedicated team. The successful applicant must be dedicated to supporting our young people reach their full potential. I would like to thank you for your interest in Ethos College and I look forward to receiving your application.



Rebecca Smith
Head Teacher, Ethos College



TRUST MISSION

Nurturing inclusive learning communities: Focussed on maximising the life chances of all children, Ethos Academy Trust embraces a forward-thinking and open-minded outlook, informed by a thorough understanding of the strengths and needs of our pupils, parents / carers, local schools and the wider community.

ETHOS CORE VALUES

LEADING



with integrity

- Championing honesty and transparency
- Building trusting relationships

THINKING



innovatively

- Finding creative solutions
- Meeting individual need

IMPROVING



continuously

- Raising standards
- Developing strong and effective leaders

ENCOURAGING



freedom and responsibility

- Working collaboratively
- Investing in effective partnerships

CELEBRATING



achievement

- Improving academic progress
- Enriching personal development



Nurturing Inclusive learning communities

Ethos College provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing Inclusive learning communities

Reach Academy is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing Inclusive learning communities

Engage Academy is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.

WHY WORK FOR THE TRUST?

Ethos Academy Trust is based in West Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield and Bradford. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants
- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.



STAFF JOURNEY

I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON, TEACHER





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I feel that my views and opinions are valued and that I am trusted to be the kind of teacher I want to be. The support and training I have received has been both timely and relevant. I have been given information that means I follow the Ethos methods when delivering a service whilst having the space and opportunity to use my own initiative and work in a way that suits me.

Staff Testimonial

March 2019



ADVERT FOR EXAMINATIONS & DATA OFFICER

Examinations & Data Officer

Ethos College, Knowles Hill Road, Dewsbury Moor, Dewsbury, WF13 4QS

Salary: £23,080 - £24,494 (reduced to £20,017 - £21,241 in accordance with the term time contract)

Grade: 7

Hours: 37 hours per week, permanent, term time only + 5 days (potential for part-time working)

About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees, West Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to our three academies (Ethos College, Reach Academy and Engage Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

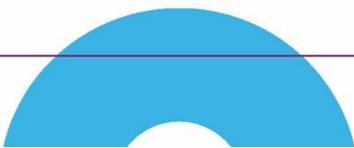
Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils from across the primary and secondary age range. Our Academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint an Examination and Data Officer to join our passionate and hardworking team. This role provides the opportunity to ensure the integrity of Ethos College as an examination centre, to be responsible for the smooth running and administration of all examinations, tests and controlled assessments and also to work as part of the wider Administration Team with a particular focus on pupil progress data.

This role provides the opportunity to make a significant contribution to the development of an outward-looking centre of excellence, supporting and contributing to the SEND agenda at a local, regional and national level, transforming the educational and life-long opportunities of all our pupils.

This has been advertised as a full-time position however there could be an opportunity for part-time working or to work flexibly at certain points within the academic year. For further information please enquire at the following email address mandeep.little@eat.uk.com



Our ideal candidate will:

- Be highly organised and self-motivated.
- Have experience of administration and using a school management information system.
- Have knowledge of the examination process and requirements for schools.
- Have a thorough understanding of and commitment to nurture-based practices.
- Promote the Trust's vision and core values and have consistently high expectations for all.
- Be approachable, understanding and committed to the welfare of pupils and staff.
- Have a thorough understanding of school performance measures.
- Be committed to improving outcomes for all.
- Be flexible, hard-working, enthusiastic and a strong team player.

We can offer you:

- Hard working, dedicated and caring staff members.
- A firm commitment to supporting staff wellbeing.
- Strong governance with clarity of vision and a commitment to ongoing improvement.
- Efficient and effective central team services to enable you and your colleagues to focus on school improvement and pupil outcomes.
- Excellent opportunities for ongoing professional development.

If you share our passion for providing outstanding learning environments for pupils with a range of special educational needs, then we look forward to hearing from you.

Closing date: 12 noon on Thursday 17th December 2020

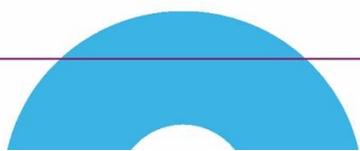
Interview date: Week commencing 4th January 2021

Ethos College will be closed between 21st December 2020 and will re-open on 4th January 2021.

If you require further information about the role or an informal chat, please contact Mandeep Little, Deputy Head Teacher at Ethos College, on 01924 469170 or mandeep.little@eat.uk.com.

To find out more about Ethos Academy Trust, please browse the Trust website.

All applications can be submitted via our website at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>



EXAMINATIONS & DATA OFFICER JOB DESCRIPTION

Job title	Examinations & Data Officer
Location	Dewsbury, West Yorkshire
Hours	37 hours per week, permanent, term time only plus 5 days. There is an opportunity for flexible working within this role which can be discussed at interview.
Reports to	Head of Centre / Deputy Head Teacher
Staff responsible for	No staff responsibility
Closing Date	12 noon on Thursday 17 th December 2020
Salary/Grade	£23,080 - £24,494 (reduced to £20,017 - £21,241 in accordance with the term time contract)
Job Purpose	<p>This post provides an exciting and unique opportunity within Ethos College at a crucial time in our journey. As Examination and Data Officer you will be responsible for ensuring that we have the highest standards as a registered exams centre.</p> <p>We are looking to appoint an Examination and Data Officer to join our passionate and hardworking team. This role provides the opportunity to ensure the integrity of Ethos College as an examination centre, to be responsible for the smooth running and administration of all examinations, tests and controlled assessments and also to work as part of the wider Administration Team with a particular focus on pupil progress data.</p>

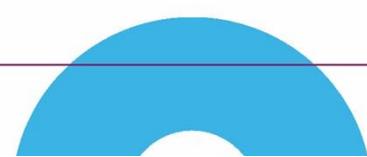
KEY OBJECTIVES AND ACCOUNTABILITIES

Main Duties

- Be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules to maintain the integrity of the assessment process.
 - Support the Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
 - Act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
 - Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre.
 - Take ownership of own professional development; identifying and accessing relevant training and support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.).
 - Take responsibility for the training and deployment of invigilators.
 - Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exam plan).
 - Support the Special Educational Needs Coordinator (SENDCo) in the planning and implementation of examination access arrangements or reasonable adjustments for eligible candidates.
 - Closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
 - Effectively use internal and external IT systems to submit and manage awarding body registration and entry data.
 - Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place and ensure candidates are notified of their examination entries and the dates and times of their examinations/ assessments in accordance with the regulations.
 - Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.
 - Ensure examinations are conducted in accordance with the regulations
 - Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
 - Support the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.
 - Support the Head of Centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
 - Actively support the Head of Centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.
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- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules; providing support for relevant internal stakeholders in accessing results reports/analysis tools.
 - Manage and administer all aspects of post-results services including the receipt, distribution and retention of examination certificates.
 - Be responsible for the administration, preparation and input of progress and outcomes data using SISRA; liaising with internal and external stakeholders and reporting to the Head Teacher.
 - Liaise with mainstream schools to ensure the effective administration of examinations and data for dual registered pupils.
 - Undertake training, update or review sessions as required.
 - Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of Centre/SLT responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions;
 - other exams-related administrative tasks;
 - Support SLT in the creation of annual student reports.
 - Ensure that the Academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
 - Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their social, emotional and mental health and wellbeing in school and in the wider society.

General

- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
 - Carry out your duties with due regard to current and future Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Academy communications.
 - As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is about everyone who may be vulnerable, including staff.
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PERSON SPECIFICATION EXAMINATIONS & DATA OFFICER

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	GCSE Grade A-C (or equivalent) in English and Maths	E
	Exams officer training or willingness to undertake the relevant training	E
	SISRA training / experience	D
Relevant Experience	Experience of working in a school/college administrative role, including the use of a management information system	E
	Experience of managing the examination process within an educational setting	E
	Ability to manage own workload with experience of working on several projects/areas at the same time	E
	Confidence to advise senior leadership teams on the examination process	E
	Ability to work calmly under pressure and consistently meet deadlines	E
	Experience of dealing with confidential matters	E
	Experience of working with databases and managing data input.	E
	Experience of using SISRA to upload data and create reports (full training can be provided)	D
Aptitudes, Skills and Competencies	Ability to manage and maintain the integrity and confidentiality of the exams system, by applying the Joint Council for Qualifications (JCQ) or equivalent regulations	E
	Possess high standards of verbal and written communication skills, with the ability to deal with enquiries in a professional and sensitive manner	E
	Effective interpersonal skills working with a range of internal and external stakeholders, with the ability to handle challenging conversations with confidence and sensitivity	E
	Proficient in the use of a range of IT software packages	E
	Ability to analyse data	E



	Effective time management and planning skills to prioritise workload and balance conflicting demands, to meet strict deadlines	E
	Ability to work with a high degree of accuracy	E
	Ability to work flexibly and able to adapt quickly to changes in regulations and processes	E
	Ability to work well both part of a team and independently, demonstrating initiative	E
	Commitment to regularly review own work and take the initiative to suggest ideas to make improvements	E
	Commitment to follow relevant policies, procedures and regulations	E
	Ability to work in a confidential manner and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)	E
	Aware of qualifications contributing to performance tables	E
	Commit to safeguarding and promoting the welfare of young people	E
Any additional factors	Act as a role model and represent the Trust professionally, both internally and externally	E
	Understanding and commitment to working in line with legislation and Trust policies and procedures	E
	Commitment to ongoing personal training and development	E
	Full driving license with business insurance along with a willingness to transport pupils in own vehicle on occasion	E
	Willingness to work outside of normal school hours as required	E
	Willingness to undertake an enhanced Disclosure and Barring Service check, pre-employment and at two yearly intervals	E



Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

GDPR

A copy of our Privacy Notice is available via our website.

www.eat.co.uk





Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ

