

Exams and Assessment Officer

Information for Applicants



Birchwood
Community High School



Birchwood
College

Letter from the Headteacher



Dear applicant,

This is a truly exciting opportunity for someone who is looking to be part of our staff team, and who is ready for the responsibility of being such an important part of our journey. BCHS and BC are an amazing school and an amazing college, with a unique sense of spirit and community – they are warm and welcoming, people-focused, and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we know are important and encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this.

We pride ourselves on the ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance, and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of teaching staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development. I would recommend that you read my personal blog (<https://leadership-life.co.uk>), our school blog (<https://www.birchwoodhigh.org/nexilis/>) to really give you a more comprehensive insight into how these views and values translate into our day to day processes and habits.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic and behaviour standards at BCHS are very good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and conduct, to move towards being recognised as outstanding in all areas.

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email my PA, Jane Calderbank (jcalderbank@birchwoodhigh.org) to arrange.

Thank you for considering our truly amazing school and college as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,

Emma Mills
Headteacher

Closing Date: Noon Friday 1 July 2022
Interview Date: Thursday 7 July 2022



‘There is a ‘buzz’ of energy in classes, reflecting pupil’s positive attitudes to their learning.’



Birchwood
Community High School

Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



School Profile

- The school became a Single Academy Trust on 1 July 2013.
- The school is of an average size with 904 currently on roll.
- The most recent OFSTED inspection (October 2018) judged the school to be Good in all areas.
- In September 2010, the school opened a sixth form, Birchwood College. Level 3 Applied outcomes and resit Level 2 English and maths outcomes are a strength of the school with some of the highest scores in the North West.
- The percentage of students on the Pupil Premium register is 31%, which is above the national average.
- The proportion of students with SEND (ECHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

JOB DESCRIPTION

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

Job title	Exams And Assessment Officer
Reporting to	Assistant Head Teacher/HR and Staff Manager
Job purpose	To support student achievement through the smooth running of public and internal examinations and assessments, including being part of strategic planning as well as the day-to-day management of the examinations cycle (e.g. administration, entries). Whilst this will be the main role, we would expect the post-holder to support the main administration team at other times, and to take a lead with managing data in the school e.g. analysis and the production of reports. The post-holder will report to the Assistant Headteacher/HR and Staff Manager
Key Tasks and Accountabilities	<p>Relationships The Examinations and Assessment Officer works closely with teaching staff at the school, particularly Heads of Faculty in order to ensure that pupils' exam entries are made as appropriate. The post-holder will also direct a team of invigilators and liaise with other members of staff i.e. the SENDCO, the site team and the administration team. It is essential that all interaction is carried out both efficiently and sensitively.</p> <p>Main role/ responsibilities</p> <ul style="list-style-type: none"> • To act as the delegated representative of the Head of Centre in relation to all matters relating to the examinations process and the conduct of exams including the registering of students, uploading marks, disseminating exam results, managing any appeals, remarks or other processes as required by the awarding bodies. • To carry out duties, frequently of a complex nature, where the outcomes will have significant effects for the school. The post-holder will be expected to work within broad guidelines and where the handling of people and issues would demand a consistently high degree of direction and advocacy. This will include working with a wide range of people, both internal and external with discretion and sensitivity. • To carry out duties and tasks, frequently of a complex nature, that requires a high level of skill and understanding of IT. Such tasks will require the ability to monitor and evaluate both your own and the work of others. • To carry out duties in an environment where there is continual and constant change and to keep up to date with examination and assessment requirements. This will include ensuring that both school staff and external agencies are kept up to date as appropriate. • To carry out duties efficiently and effectively in an environment where there is no direct supervision and where initiative and the ability to work independently are essential. To engage with relevant training opportunities as appropriate. <p>Main duties (The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.)</p> <ul style="list-style-type: none"> • Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding

	<p>body rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.</p> <ul style="list-style-type: none"> • To be the main contact between faculties within school and exam boards, including both routine administration and building/maintaining relationships at a higher level. • To be responsible for the planning and preparation of the examination timetable. This will include liaison with faculties, communication to appropriate students and staff and the production of the exam handbook and exam policies as needed. • To ensure that entries are both accurately and timely. This will require the post-holder to have effective knowledge of the school's MIS system (SIMS) and exam board systems, including dealing with a range of issues as they arise. • To be responsible for the smooth running of examination periods, both day to day and strategic in line with JCQ guidance. This will include the creation of seating plans, invigilation timetables and liaison with staff as appropriate (particularly regarding attendance). • Disseminate examination information to staff, students and parents / carers, including exam and invigilation timetables, guidelines and querying results • Complete examination entries and securely store and send completed examination papers to external examination boards ensuring all deadlines are met • To liaise with the Inclusion Faculty in the efficient planning and administration of exams for students with individual/additional provision and support (Access Arrangements). • To be responsible for downloading and distribution of results and managing remark requests. • To keep abreast of all current developments in relation to exams administration, procedures and new opportunities by completing appropriate CPD and to keep your line manager updated with relevant information. • To ensure all deadlines with relation to the examination process are met. • To be fully responsible for the recruitment and training of any invigilators. Lead and manage the team of external invigilators during internal and external examination periods. • Receive/Answer all correspondence with Awarding Bodies and deal with all queries relating to exams from internal and external sources including school staff, parents, past and present students. • Be cognisant of and maintain up to date understanding of all/any computer software or any web-based tools for the submission of exams data to awarding bodies. • To produce statistical reports on entries, results and other matters as appropriate for the Head of Centre, Assistant Head Teacher. • Inform the Head of Centre, Assistant Head Teacher, Senior Leadership team on all matters/developments relating to examinations. • To work with the Assistant Headteacher on the creation and maintenance of the student assessment & attainment data in SIMS/SISRA so as to ensure accurate information is available at all times. • To work with the Assistant Headteacher in the set-up, maintenance and processing of data entry sheets and associated data structures in SIMS used by teachers as per the student reporting calendar/timetable for student reports • To provide when requested, appropriate, ad-hoc, user-friendly, student data reports or analysis to assist teachers and academic, pastoral and school managers, the Senior Leadership Team, to enhance teaching and learning outcomes for individual pupils, for groups of students and the school as a whole.
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	<ul style="list-style-type: none"> • To produce public exam results day data processing and results analysis in August. • To produce reports for Governors on the examinations and assessment processes. • To complete the required student data returns to the Local Authority, Department for Education and other external agencies. • To devise the duty rotas for staff across school. • To assist in the main office when needed and if time permits. • Any other duties commensurate with the grading of this post. <p>Required skills/selection criteria</p> <ul style="list-style-type: none"> • Sound knowledge of the examination system at KS4 and KS5. • The ability to learn new systems quickly and the confidence to use them with a high level of accuracy. • Excellent organisation skills and the ability to work independently and to take initiative, when appropriate. • Excellent interpersonal and communication skills to deal with and manage staff, pupils, parents, borough staff, governors and outside agencies (including local government and exam board staff). • An excellent level of ICT skills, including databases, spreadsheets and word processing and the ability to manipulate data. • The ability to prioritise own workload, dealing with changing and conflicting demands effectively. • The ability to make decisions and to use initiative on a daily basis whilst understanding when to consult or defer to others. • The ability to deal with students in a confident and sensitive manner. • The ability to work under pressure and to tight deadlines to a high professional standard.
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All employees have the responsibility to:

- Ensure any documentation produced is to a high standard
- Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

JOB TITLE	GRADE
Exams & Assessment Officer	Grade 6

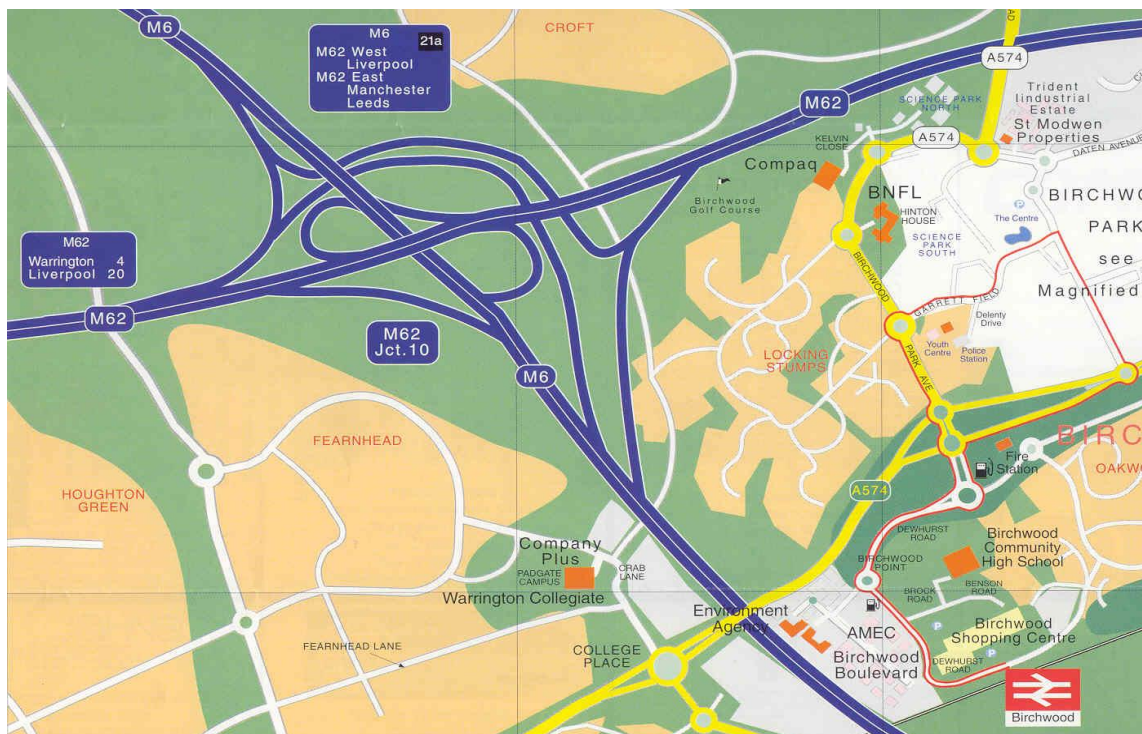
The person specification shows the abilities and skills you will need to carry out the duties in the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview, you may be asked also to undertake practical tests to cover the skill and abilities shown below:

It would be desirable for all applicants to have the following experience, qualifications and knowledge. However, training will be given to suitable candidates.

	Essential - These are qualities without which the Applicant could not be appointed	Desirable - These are extra qualities which can be used to choose between applicants who meet all of the essential
Knowledge and Experience	<ul style="list-style-type: none"> • Extensive prior experience of Exams Officer Duties • Experience of liaising with staff, students and parents • Previous experience of non-JCQ exam boards • • Experience of work where inter-personal skills and communication activities were key accountabilities. • Experience of working as part of a team • Experience in website design or administration • Knowledge of social media management (Twitter/Facebook/Instagram) 	<ul style="list-style-type: none"> • Experience of working in a school or similar environment. • A background in administration/data/ exams
Skills and Attributes	<ul style="list-style-type: none"> • Able to precisely plan, organise and influence others so that exams run smoothly and have the right people attending • Excellent communication skills, particularly written English • Accuracy and attention to detail • Excellent telephone communication skills Liaising with parents and professional agencies • Verbal communication with staff, students and parents IT Skills • Good all round IT skills • Ability to work with all MS Office applications • Use of School Base • Good organisational skills, able to manage a range of competing demands • Proactive, able to think laterally when required • Adaptable and flexible • Positive team player 	<ul style="list-style-type: none"> • Evidence of continuing and relevant professional development.
Special Requirements	<ul style="list-style-type: none"> • Will need to do occasional work outside normal hours and in holiday periods 	Clean driving licence.



**Directions to Birchwood Community High School,
Brock Road Birchwood Warrington WA3 7PT Tel: 01925 853500**



Directions from Manchester.

Exit M62 at junction 11.

Take A574 (Birchwood Way) as far as the 3rd roundabout.

Take first left (Oakwood Gate) to next the roundabout, following signs for Birchwood Centre & Station.

Exit to the right (Dewhurst Road) and follow the road round.

At small roundabout go straight on.

Take first left into Benson Road.

Take first left into Brock Road.

The school and library are the blue and white buildings to the left.

Directions from Chester.

Exit M6 at junction 21.

Take the B5210 (Woolston Grange Avenue), go straight through several roundabouts until the roundabout after the pink footbridge (College Place)

Turn right, joining the A574 (Birchwood Way). At next roundabout, turn right (Oakwood Gate).

Follow directions as from Manchester.

Directions from Warrington.

Take the A49 (Winwick Road) and follow to junction 9 of M62.

Exit M62 at junction 11.

Follow directions as from Manchester.

Directions from Birchwood Train Station

Exit the Station and cross the car park towards the Shopping Centre. Walk through the shopping centre and out the other side exiting into another car park (with McDonald's in it). Opposite the car park there are 4 tennis courts – pass with the tennis courts on your left. The school and library are the blue and white buildings ahead of you. This is a 5-minute walk.

VISITORS – PLEASE NOTE The Shopping centre car park opposite school operates an ANPR number plate recognition system maximum parking is strictly 3 hours

Pay and display is located near the train station

Birchwood Community Academy Trust
Brock Road
Birchwood
Warrington
Cheshire
WA3 7PT
01925 853500
www.birchwoodhigh.org



