

CHILWELL SCHOOL

Post title	Examinations Officer
Disclosure level	Enhanced
Salary and grade:	NJE Grade 4 (£20,493 - £23,080 FTE)
TLR (If applicable)	n/a
Line manager/s:	Curriculum & Data Manager

Main purpose of the job:

To oversee all aspects of examination management within the school.

Duties and responsibilities

SUPPORT FOR THE SCHOOL

- Prepare, organise and supervise internal and external examinations in accordance with the JCQ regulations.
- Liaise with staff in collection and distribution of examination information
- Manage teams of invigilator staff, including recruitment, training and deployment.
- Work with the school SENCO to ensure SEND candidates have the appropriate access arrangements in place, maintain records and supporting assessment information.
- Communicate timings and arrangements of exams with staff, students and parents.
- Ensure that examination papers and records are kept in accordance with the JCQ regulations.
- Ensure that students, parents and staff are aware of the regulations that apply when taking public examinations.
- Organise and manage results and post results services.
- Ensure that all the policies relating to examination procedure and processes are in place and facilitate the annual JCQ inspection.
- Support with the organisation and facilitation of baseline and progress assessments for pupils in years 7, 8 and 9.
- Support with the process for publishing student progress reports following key assessment points.
- Support analysis of school and student performance following key assessment points, for School Governors and Leadership Team.
- Attend relevant training as required.

Behaviour and Safety

- Support a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively using school systems/processes as appropriate
- Communicate and cooperate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

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Professional development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress and the successful development of the school, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your practise through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

School Ethos and employee expectations

- To work under the direct instruction of senior staff to support access to learning for pupils and provide general support to the school and teachers in the day to day management of pupils and the classroom.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of conduct, professional appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere.
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position as an adult working in a school.
- Work proactively and effectively in collaboration and partnership with teachers, learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Any other reasonable duties which the Headteacher might request, in regard to the nature of the responsibilities of the post as defined.
- To proactively support and embed the school ethos : 'Share, Care, Believe, Achieve'

Signature of post holder:

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Date: / /

Signature of headteacher:

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Date: / /