



## Job Application Pack

### **Exams and Data Officer**

Salary: Scale 5 starting at £24,496

Contract: Permanent, full-time, TTO + 3 weeks

Closing date: Thursday 8th December 2022 at 9am

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## Letter from the Head Teacher

Dear Colleague,

Thank you for your interest in the position of **EXAMS AND DATA OFFICER** at The Suthers School.

This is a really exciting opportunity for an ambitious, dynamic and well-qualified **EXAMS AND DATA OFFICER** to have a real impact on the educational experiences of the young people of Newark. You will join us at the earliest stages of the school's development and will therefore have a unique opportunity to contribute to our vision.

I am very proud to be building a team of staff committed to securing the very best outcomes for young people, no matter what their starting point. I firmly believe that by fostering essential character strengths, maintaining a relentless focus on meeting the needs of the individual, and in embedding the principles of 'work hard, be kind', Suthers School staff really will make a difference.

The Suthers School will grow year on year until it reaches capacity in 2025. In light of this, the post being advertised here represents an exciting chance to grow your career as the school expands as well as the opportunity to work in state-of-the-art facilities in a brand-new school building that opened in April 2020.

We may be starting small but that does not mean our ambitions should not be great. Young people deserve an education that excites and enthuses, one which prepares them for a future as global citizens who are able to think for themselves. The Suthers School is a place where character education is ranked alongside academic preparation and where students thrive in an environment which inspires ambition, compassion and a love of learning.

If you share this ambition, have the capacity to deliver outstanding learning experiences and are looking for an opportunity to have a real impact on the lives of young people, I would be delighted to hear from you. To apply for this post, please complete the application form on line by **Thursday, 8th December 2022 at 09:00**

Yours faithfully,



**Nic Watkin**  
Head of School

## Application Process

If you feel that you could contribute to the students and team at TSS, we would welcome your application.

All applications need to be submitted online and can be accessed [here](#).

Wherever possible, please provide email addresses for your referees.

Please ensure your application arrives by **09:00** on the closing date of **Thursday, 8th December 2022**.

Interviews for the role will take place on **W/C 12<sup>th</sup> December 2022**.

If you have not heard from us within five days of the close of application this means that you have not been successful on this occasion.

## WHAT MAKES US WHO WE ARE?

### **Our Mission**

To empower our young people to be compassionate, self-respecting, independent thinkers with the academic, social and character strengths necessary to thrive in modern society.

### **Our Philosophy**

At The Suthers School, we firmly believe that great education transforms lives. We know that every student has the potential to exceed even their own expectations and we know that the way we do things matters. Our motto, 'work hard, be kind' underpins everything we do, reflects our unwavering commitment to excellence and our absolute conviction that great education is about striking a balance between academic preparation and character development.

### **Our Values**

We believe, as W B Yeats is often credited with saying, 'Education is not the filling of a pail, but the lighting of a fire'. It is our role as educators to ignite the potential within our students and that is why the following five-character strengths are so important:

#### **Tenacity**

*To show the self-discipline and determination to succeed even in the face of obstacles.*

#### **Optimism**

*To have confidence in a future that is full of possibilities and hold onto the belief that a storm will always pass.*

#### **Respect**

*To value ourselves and all those we encounter by acting and speaking with compassion, tolerance and understanding.*

#### **Curiosity**

*To ask questions, enjoy exploring and be open to new ideas and different perspectives.*

#### **Hard Work**

*To recognise that there are no shortcuts and no excuses and that every member of the team has a contribution to make.*

<b>TSS</b> <b>Job Description</b>
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<b>JOB TITLE</b>	<b>EXAMS AND DATA OFFICER</b>
<b>HOURS OF WORK:</b>	Full time, TTO + 3 weeks
<b>SALARY SCALE:</b>	Scale: Grade 5 starting at £24,496
<b>CONTRACT TYPE:</b>	Permanent

### **Purpose of the role:**

To provide specific data and administrative functions for the academy under the direction or instruction of senior staff.

To be responsible for the efficient and effective running of all internal and external examinations within the academy, including liaising with staff, pupils, invigilators and examination boards.

### **Specific Responsibilities**

#### **EXAMS**

- Making the necessary arrangements in relation to arranging, administering and timetabling of public and internal examinations
- 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 body rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- Preparing examination timetables, rooming, prepare seating plans, monitor and check examination papers
- Resolve exam clashes in accordance with regulations
- Organising and ensuring safe storage, distribution and dispatch of examination papers
- Arranging invigilation, including briefing and training invigilators in college procedures
- Communicating with national examination bodies regarding processing internally marked coursework/controlled assessments and requesting special consideration when appropriate
- Submitting entries for external examinations to awarding bodies in advance of deadlines
- Prepare for JCQ inspection and ensure policies are up to date.
- Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not academy pupils and for academy pupils to sit examinations elsewhere including applying for and monitoring access arrangements

## **DATA**

- Responsible for the local management of the MIS System
- Oversee the ongoing development of the MIS within the college, advising on its effective use and training staff.
- Ensure all data returns are completed accurately and on time including the school census.
- Provide analysis of student attainment data for cohorts, subjects, classes and key groups of pupils such as Pupil Premium and SEN
- Produce and distribute individual student reports
- Check data that is to be published in the DFE Achievement and Attainment Tables
- Use internal analysis systems to provide school leaders with relevant information to enable the implementation of effective pupil intervention strategies
- Manage the process for collecting student assessment data from teaching staff using our Management Information System (MIS)
- Input data into the MIS and other performance tracking systems, liaising with teachers to ensure progress tracking is accurate and timely.
- Support the Headteacher with the production of the college timetable

## **GENERAL RESPONSIBILITIES**

- To support the overall ethos of the Academy
- To promote and support the implementation of the school's aims, policies and values
- To work flexibly as part of the support staff team to contribute to the smooth operation of the academy
- To commit to safeguard and promote the welfare of children and young people
- Attend meetings as required
- To develop your own skills and take part in continuous professional development.
- Ensure practices are conducted in line with data protection regulations.

The above job description is a guide to the work you may be required to undertake and may change from time to time to reflect changing circumstances. You may also be asked to undertake any other duties as reasonably requested by the Headteacher or the school leaders.

## Person Specification

Essential	Desirable
<b>Qualifications</b>	
Good standard of education with at least GCSE English and Maths (or equivalent levels of qualifications).	
<b>Experience</b>	
Experience of manipulating data in Excel spreadsheets.	Experience of using education MIS systems.
Experience of working in education or an education linked commercial environment.	Experience of completing government statistical returns.
Proven experience in maintaining accurate records and the safe storage of confidential information.	Experience of setting up and running examinations.
Experience of utilising systems to aid workflows.	
<b>Skills and Knowledge</b>	
Strong ICT skills and the ability to learn new software quickly.	Analytical skills for interpreting data and information.
Ability to produce work to a high level of accuracy and attention to detail.	Up to date knowledge of examinations practice and procedures.
Ability to work well under sustained pressure and within fixed deadlines.	An understanding of post 16 pathways and qualifications.
Knowledge and understanding of Data Protection, Safeguarding and confidentiality issues.	An understanding of educational agendas and external performance indicators.
<b>Personal Qualities</b>	
Organised, ability to multi-task and prioritise.	
Good communicator at all levels.	
Team player.	
Enthusiastic and positive.	
Use of initiative and able to apply common sense to solving problems.	
Proactive with an adaptable approach to work.	

## **How to Apply**

Thank you for your interest in the vacancy detailed above at The Suthers School. Further details of this post, the school and the Trust can be found on our website [www.suthersschool.co.uk](http://www.suthersschool.co.uk)

The online application form for this role is located on the current vacancies page of The Suthers School website and on the Nova Education Trust website <http://www.novaeducationtrust.net>. Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 9am on the closing date of **Thursday 8<sup>th</sup> December 2022**. Interview Applications will be considered upon receipt and shortlisted candidates called to interview. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Interview**

Applications will be considered upon receipt and shortlisted candidates called to interview. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.