

## CITY OF LONDON ACADEMY - ISLINGTON

### JOB DESCRIPTION

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**Title of Job:** Assessment and Examinations Officer

**Department:** Support Staff

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#### **PURPOSE OF JOB:**

To ensure an effective and efficient examinations provision to the whole Academy. To maintain the whole Academy assessment database. To provide all DCSF and local authority statutory returns, as required throughout the year.

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#### **EQUAL OPPORTUNITIES**

The Academy has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

#### **DUTIES AND RESPONSIBILITIES:**

1. To manage and run all stages and processes in the internal and external administration of Academy's examinations, with little recourse to others. This includes both computerised paperwork (for example making entries, producing registers/timetables, completing on-line forms, downloading web based information) and practical matters (for example booking & setting up rooms, organising special arrangements).
2. To liaise with Leaders of the Learning Community with regard to the relevant examination boards and syllabus studied to examination level. To establish the number of entries at each tier and to process entries, to include all modular exams taken throughout the year.
3. To manage, recruit and train exam invigilators and to allocate them to manage exam venues. To provide exam invigilators with invigilation timetables in advance of examinations, including mock exams, end of year exams for Yr10, Yr8 and Yr7, as well as all public exam sessions.
4. To ensure teaching staff support the exam invigilation process, but within the boundaries of the Teachers Terms and Conditions.
5. To ensure statutory procedures and recommendations relating to examinations (including special arrangements) from the DFE, Joint Council, NAA, Exam Boards and other relevant agencies are implemented and followed on a timely basis
6. To liaise relevant staff and SENCO with regard to Special Examinations Arrangements for specific students taking SATs, modular exams, GCSE's and GCEs.

7. To provide and present relevant exam information to candidates (i.e. carry out student exam briefings and assemblies) and to parents (attend Yr 11 Parents evening).
8. To provide analysis of examination results and to present this information to the LA, the Governors and teaching staff, including presentation to the Governors Sub-Committee.
9. To be responsible for the security of exam and test papers and to ensure the safe and efficient despatch of scripts and other materials to the examination boards, examiners and moderators.
10. To liaise with examination boards throughout the academic year to provide updated information regarding syllabuses, deadlines for entries and coursework and any other relevant information (e.g. student guides) for staff/students/parents.
11. To manage and run the Hall bookings for the Academy and to liaise with the Site Management staff regarding preparation for examinations rooms and to oversee alternative arrangements for classes who are displaced as a result.
12. To work efficiently on any queries, re-mark requests and missing marks following results day, including assisting students in clarification of grades and making contact with exam boards and colleges as necessary.
13. To develop, maintain, implement and adhere to an exams policy for the Academy (in conjunction with the Business and Projects Director), and to be in charge of the exams budget.
14. To process predicted & target grades for all year groups on a termly basis and providing individual grade sheets to candidates to Leadership Team on a termly or half termly basis.
15. To be in charge of data analysis and produce in-depth, relevant, user-friendly reports to enable staff and governors to monitor and track student achievement throughout the Academy.
16. To work closely with the Leadership Team and be innovative in creating and developing ways of using data to enhance student achievement.
17. To provide training on data interpretation and the understanding of reports produced to governors, staff, parents/carers and students.
18. To provide training on other SIMs modules.
19. To ensure the Academy meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding student achievement and tracking.
20. To manage the Academy's profile system.
21. To be flexible in learning about other computer systems which the Academy may wish to develop to enhance administrative and student monitoring systems.

## PERSON SPECIFICATION

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
QUALIFICATION	Education to degree level or equivalent or significant training and experience in a relevant post.	LOA/Interview
EXPERIENCE	Extensive experience in the use of SIMs modules	LOA
	Extensive experience of Assessment Manager	LOA
	Knowledge of Budget Management	LOA
KNOWLEDGE/ SKILLS	Evidence of the ability to successfully train a team of staff.	LOA /Interview
	Evidence of the ability to initiate, implement, monitor and evaluate relevant aspects of school, authority and government policy.	LOA /Interview
	Evidence of an understanding of and commitment to multi-cultural education in an inner city area.	LOA /Interview
	The ability to communicate effectively to different audiences both orally and in writing, including the ability to promote the image of the Academy.	Interview
	Ability to support and contribute to the development of equality of opportunity within the Academy.	Interview
	Understanding of the contribution management information can make to the success of a Academy.	Interview
	PERSONAL ATTRIBUTES	Flexible approach to work Willingness to work long hours if required

### CONTEXT:

The City of London Academy, Islington (COLAI) will be an 11-19 Academy sponsored by the City of London Corporation and City University. The specialism will be Business and Enterprise with a particular focus on leadership, critical thinking and creativity (reflecting the expertise that the sponsors bring to the Academy). As the Academy is a local community school, community engagement will be extremely important.

## **DIMENSIONS**

This post has some budget responsibility

This post has no formal line management responsibility