

Post:	EXAMINATIONS OFFICER
Responsible to:	Assistant Head Teacher
Grade:	Single Status E
Terms:	37 hours x 39 weeks (One of which to be worked in August)
Overall purpose:	To ensure an effective and efficient examinations provision to the Academy. To provide all DFE and LA statutory returns as required throughout the year. To ensure that all statutory and JCQ obligations are met.
Job description:	The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility.

With the teaching staff the post holder will:

- help to deliver the Sponsor's vision and translate into practice the underpinning Christian values and moral purpose of the Academy
- establish and maintain effective relationships and communication with parents and students
- help to promote the Academy's policies
- help to develop a learning culture with high expectations in a safe and secure learning environment

Specific responsibilities:

- to promote appropriate professional development through own personal learning and support for colleagues
- to manage and run all stages and processes in the internal and external administration of all examinations, with little recourse to others. This includes both computerised paperwork (for example making entries, producing registers/timetables, completing online forms, downloading web-based information) and practical matters (for example booking and setting up rooms, organising special arrangements)
- to ensure that all records of student progress on exam entries are accurate and up to date
- to liaise with the Assistant Head Teacher 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
- to ensure statutory procedures and recommendations relating to examinations (including special arrangements) from the DFE, JCQ, Exam Boards and other relevant agencies are implemented and followed on a timely basis
- to be responsible for collecting, collating and entering of all examination entries into the computer system and sending via EDI

- to provide and present relevant exam information to candidates (i.e. carry out student exam briefings and assemblies) and to parents (attend parents' evenings as appropriate)
- 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) to Senior Leadership Team/students/parents
- 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
- to maintain, implement and adhere to an exams policy for the Academy, and to be in charge of the exams budget
- to be available at various times of the year, including mid-August and September for the publication of external examination results and the subsequent appeals process where appropriate
- to advise the Assistant Head Teacher on costs of examinations including any additional costs where new courses have been introduced
- to produce detailed reports, at least twice yearly, on feedback from examination boards on the quality of the Academy's preparation for examinations and moderation

Personnel:

- to take part in an annual staff performance review with the line manager
- to establish and maintain effective relationships and communication with all staff at the Academy
- 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 year groups, in addition to all public exam sessions
- to liaise with the SENDCO and Heads of Faculty with regard to special examinations arrangements for specific students
- to liaise with the site supervisory staff regarding preparation for examinations rooms
- to register attendance at the Academy while on site to comply with Health & Safety regulations

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date: