

LITTLE HEATH SCHOOL

Reading, Berkshire

**Specialist Science and Mathematics College;
High Performing Secondary School**



Job Description:	Whole School Support Staff
Job Title:	Assessment and Examinations Assistant
Grade/Salary Range/Hours:	Grade E /WBC Spinal Point 7-12 37 hours per week (term time only) and 2 additional weeks during school holidays, plus 2 inset days per year paid as additional hours
Report to:	Data Services Team Leader

Core Purpose

The Assessment and Examinations Assistant will support the Data Service Team, including members of the Assessment, Examinations and Attendance teams, to establish accurate and effective use of data across the school.

- They will carry out administration functions within SIMS relating to assessment and examination data, ensuring that the school's data processes support effective teaching and learning in the classroom. They will provide data to guide teachers in planning effectively for individual student needs, thus securing outstanding achievement for all students.
- The Assessment and Examinations Assistant will support the Examinations Officer in ensuring the smooth running of all matters relating to external and internal examinations and other necessary tests. They will also lead on access arrangements, in consultation with the school's SEND team, taking charge of necessary arrangements and communicating with parents, students and teachers.
- During examination periods, they will support the work of the Examinations Officer, as directed, in order to ensure the smooth administration of such periods, including day to day management of invigilators, seating plans and other operational tasks.
- The Assessment and Examinations Assistant will provide advice and guidance to teaching staff on all aspects of examination work and will liaise with examination boards to ensure efficient running of the school's examination processes.

Teaching and Learning

- To support the school's Examinations Officer in reviewing, evaluating and refining current examination policy and practice on an annual basis, in order to develop an effective process to support great teaching and learning.
- To work with other members of the Data Services team to produce in depth analysis of individual student, subject and curriculum performance in terminal examinations.
- To support the development of Student Profiles – including preparing marksheets, mail merge, printing and assisting staff experiencing difficulties with electronic entry.

Assessment and recording

- To establish and implement key processes for all examination tasks, including entry policy, tiering and controlled assessment submission with the Examinations Officer.
- To support the Attendance Officer as required, inputting attendance data and producing attendance reports for the Senior Leadership Team and Governors.
- To support the wider Assessment team, for example importing and exporting pupil data within SIMS.
- To maintain the school's SIMS database, completing regular data entry and reporting as required by members of the Data Services team.

- To assist the Assessment Officer with Key Stage 5 Year End processes as required.
- To assist with maintenance and accuracy of data in SIMS, 4 Matrix and ALPS software packages.
- To support the Examinations Officer in ensuring that all examination papers are stored securely on receipt.
- To support the Examinations Officer in checking received papers against the entry and delivery note and to contact the Boards about any discrepancies.
- To support the Examinations Officer in ensuring that the completed papers are checked packaged and posted each day and the relevant documentation i.e. seating plans, copies of attendance registers are kept and filed for future reference.
- To support Head of Departments with requirements for Non-Examination and other Assessments.

Student personal development and well-being

- To ensure that the school follows the national policy on safeguarding and thus ensures that students are healthy and safe at school.
- To process access arrangements for candidates in liaison with the SENDCO and the Inclusion department.
- To prepare cover sheets for examinations for candidates with access arrangements.
- To ensure appropriate arrangements have been made for students who are unwell or have other issues with regards to venues for their exams.

Curriculum

- To assist teachers to ensure that they are up-to-date with national developments in examination and assessment policy, specifically in relation to entry policy, qualifying subjects and government legislation.
- To keep up to date with national developments in curriculum design and pedagogy, in order to more effectively support teachers in their work, thus ensuring that the curriculum provides an effective framework for continuity of student learning and progression.

Management of Staff

- To work collaboratively with other members of the Data Services team, including assessment and attendance officers, in order to improve the quality of assessment at LHS.
- To support the work of the Examinations Officer during and leading up to key examination periods, thus improving the efficiency of the wider Examinations team.

Management of Resources

- To ensure that all arrangements have been made with regards to room booking and invigilation, ensuring that accurate seating plans and candidate cards are produced for each component.
- To ensure that all venues are properly equipped with the legally required notices, Invigilation Instructions, clocks etc. in accordance with examination board regulations.
- To assist the Examinations Officer with the start and finish of exams held in exam venues as appropriate.
- To assist the Examinations Officer with chasing absent candidates as a matter of urgency, making arrangements as necessary for them to get into school within the allotted timeframe for national examinations.
- To be available to answer questions from HODs, teachers, parents, students on Results days and assist the Examinations Officer to ensure that materials are issued to candidates and HODs on Results days.
- To assist the Examinations Officer administer post results online with exam boards.
- To assist the Examinations Officer to ensure, in liaison with candidates and teachers, that all necessary requests, enquiries and appeals are actioned.
- To stand in for invigilators as required.

Relationships with key stakeholders

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- To liaise with senior leaders to produce clear, concise, accurate examination, assessment and attendance information in order to raise standards of performance at the school.
- To liaise with a range of outside providers in order to provide accurate, valid and reliable examination data for key stakeholders.
- To play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- To answer enquiries from parents, students, teaching staff and invigilators.

Other duties

- To attend meetings where relevant in regard to development, provision and use of assessment, attendance and examination data across the school
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.

Specific responsibilities of the post

Data support for the Data Services team

- To support the strategic work of other members of the Data Services Team, by providing accurate and efficient data entry for all areas of the team and for the Attendance Officer, completing routine data tasks as required.

Supporting the work of other members of the team

- To assist the Examinations Officer, as and when necessary during peak examination periods.
- To assist the Assessment team, as and when necessary during peak assessment periods.
- To maintain daily attendance procedures when the attendance officer is absent.

Examination entries:

- To ensure that subject departments have made necessary estimated entries for the following academic year.
- To assist the Examinations Officer in ensuring that the necessary base data for each examination season has been downloaded.
- To support the Examinations Officer in co-ordinating the entry of candidates for public examinations and to ensure that the entries are checked by candidates and teachers.
- To assist in ensuring that BTEC and OCR Technical and National examination entries meet necessary deadlines and students are registered.
- To assist in assuring all the course work and estimated grades by the exam board deadlines are processed.
- To assist in assuring that all the course work to the moderator by the deadline is despatched.
- To assist in assuring that claims are made for OCR Technicals, Nationals and BTEC by summer deadlines.
- To liaise with the Examination Boards and JCQ via telephone, fax and e-mail, including regular checks on their websites.
- To liaise with Examination Boards and QDCA West Berkshire LEA Sims Support Team

Timetables and Seating Plans:

- To support the Examinations Officer in creating seating plans for all examinations using the SIMS software.
- To support the Examinations Officer in creating individual candidate timetables using the SIMS software.
- To support the Examinations Officer in ensuring all candidates are issued with accurate individual timetables and that all clashes/isolations have been resolved and communicated to candidates.

Examination procedures:

- To check all certificates on receipt.

- To assist the Examinations Officer in ensuring all certificates and examination papers are stored securely.
- To co-ordinate the administration of certificates for the annual Presentation of Certificates Evening.
- To keep Access to Scripts, Results Enquiries and Appeals (Post Results) records
- With the Examinations Officer, to deal with all cases of Malpractice, investigating, liaising with HOY, Headteacher, parents and exam boards.
- To support the Examinations Officer in preparing summary Results files for the Leadership team and HODs.
- To ensure that all the necessary arrangements are made for the collection, collation and distribution of paper copies of the results each Results day.

No direct budgetary responsibility