



**JOB DESCRIPTION:** Whole School Support Staff

**Job Title:** Assessment Officer

**Grade/Salary Range/Hours:** Grade F SP11 37 hours per week (term time only but with 2 weeks throughout the year, paid as additional hours )

**Report to:** Data Service Team Leader

**Job Purpose:** The Assessment Officer will:

- ensure that assessment processes support effective teaching and learning, providing achievement data to guide teachers in planning effectively for individual student needs, thus securing outstanding achievement for all students;
- working with other members of the Assessment team and senior leaders, develop and maintain a whole school strategy on assessment, recording and reporting which enables teachers and students to use diagnostic assessment to improve learning;
- provide whole school data on value added performance of individual teachers, subjects and departments, to support strategic school improvement;
- support senior leaders and governors in the efficient and effective delivery of assessment, recording and reporting procedures within the school;
- support the school's designated leaders of Key Stages 3,4 and 5 in the development and provision of all assessment, analysis and reporting for those cohorts
- Role of data leaders
- All members of the Assessment team have joint responsibility for the following:

**Teaching and Learning – to work with other members of the Assessment team and SLT to:**

- Review, evaluate and refine current assessment policy and practice on an annual basis, in order to develop an effective assessment process to support great teaching and learning.
- Develop, monitor and maintain the school reporting system, thus providing parents with accurate achievement data on an annual basis
- Produce in depth analyses of individual student, subject and curriculum performance

**Assessment and Recording – to work with the Assessment team:**

- On the development and provision of the data systems required to monitor and evaluate the progress of all pupils.
- To establish and implement key processes for all assessment, recording, school reports, target setting and systems.
- To be responsible for the use of accurate achievement data (through MIS) to inform on value added performance of individual teachers, subjects and departments.

**Student personal development and well-being**

- To administer student registration group and set movements within MIS as necessary, both for the start of each academic year and in-year, thus ensuring that student timetables and tutor group information is provided in a timely fashion.
- To promote students into a new academic year structure; setting up and maintaining registration groups, allocating student memberships, tutors and Heads of Year.
- To ensure that the school follows the national policy on safeguarding and thus ensures that students are healthy and safe at school.

**Curriculum**

- To support the school's timetabling process, including with room changes, allocations of teachers, in-year updates

**Management of Staff**

- To work collaboratively with other members of the Assessment team, including the examinations officer, in order to improve the quality of assessment at LHS.
- To identify training needs, and to contribute to the design of a tailored training programme for teachers (specifically for the use of assessment systems such as ALPS, 4Matrix and Assessment manager).

- To plan and deliver MIS training and data training for teaching and support staff, including where appropriate published training notes.

### **Management of Resources**

- ensure other members of the support staff team, for example Progress Leaders, are supported in their use of MIS to assist classroom practice.
- To design, create and publish reports and templates on request.

### **Relationships with key stakeholders**

- To liaise with senior leaders to produce clear, concise, accurate information to raise standards of performance at the school.
- To work collaboratively with other members of the Assessment Team to ensure the smooth running of the team.
- To liaise with Heads of Department, Heads of Year and Key Stage Leaders in relevant aspects of assessment, recording and reporting.
- To be responsible (jointly with other assessment officers) for all external data checking exercises (especially in the autumn term with post-results checking).
- To liaise with relevant MIS support teams and network technicians on hardware, network and software configuration problems.

### **Other duties**

- 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**

#### **Key Stages 3,4 & 5 assessment support**

- To manage all aspects of recording/ tracking of progress at Key Stages 3, 4 & 5 in addition to take a leading, expert role in developing the school's specific processes in the following areas of assessment: behaviour; admissions including in-year admission and year end processes.
- To support the school's self evaluation by providing relevant assessment data for Key Stages 3,4 & 5.
- To support the Key Stage 3, 4 & 5 leaders with the development and implementation of a streamlined and effective system of reporting student progress, to be used by teachers, students and parents to improve learning.
- To ensure the integrity of all data for Key Stages, 3,4 & 5.
- To provide data and produce reports for the Key Stage 3,4 & 5 to meet internal and externally set deadlines.
- To manage the creation of report templates, mark sheets and grade sets in assessment manager.
- To be accountable for ensuring all teaching staff meet deadlines to ensure that statutory requirements for reporting are met.

### **Behaviour**

- To take a leading role in managing behaviour data (including suspensions, SDS and internal exclusion data, attendance data, as well as praise and achievement data) across the age ranges, supporting the Behaviour Hub in tracking student progress.

### **Admissions**

- To lead on admissions data transfer:
- To manage and organise the pupil database on the MIS ensuring that pupils are admitted and taken off roll on a timely basis.
- To check regularly for missing achievement data and contact other schools or agencies, as required, in order providing target setting data for all students, including in-year admissions.
- To administer student registration group and set movements within MIS as necessary, both for the start of each academic year and in-year.
- To work closely with the Key Stage 3,4 & 5 Administration Support Teams in supporting data to prepare an annual report for senior staff and governors on admissions.
- To work closely with the Key Stage 3,4 & 5 Administration Support Teams in supporting regular data updates to the Headteacher and other senior leaders on in-year admissions and students

leaving to other schools in order for the school to maintain over-subscribed student numbers on roll.

**Year end process**

- To support Year End processes ensuring the smooth transition from one academic year to the next with all sections of MIS

**No budgetary responsibility**