



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Assessment Lead
Reporting to	Deputy Headteacher for Assessment and Reporting
Main purpose of job	<ul style="list-style-type: none">• To be responsible for managing the efficient and effective administration of all internal and external assessments and examinations, both general and vocational within the school, including liaising with staff, pupils, parents/carers, invigilators, examination boards, JCQ, other schools/colleges and other educational organisations.• Leading and managing all aspects of examinations, assessment, recording and reporting; retrieving and analysing data as required, to ensure available data has an impact across the school.
Key responsibilities:	
<ul style="list-style-type: none">• Lead arrangements for the overall smooth running of internal and external examinations and assessments, ensuring that all related administration and preparation is undertaken.• Lead the examination module within MIS System, Bromcom.• Liaise with relevant staff members regarding pupil examination entries and registrations.• Disseminate examination information to staff, pupils, parents/carers, invigilators, including exam and invigilation timetables, regulations, guidelines and querying results.• Complete examination entries, check and securely store examination papers and send completed scripts to external examination boards.• Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and controlled assessment requirements.• Recruit and supervise invigilators, delivering training and ensuring up to date information is provided to them.• Be responsible for the preparation of examinations, including room set up, attendance registers, providing and checking seating plans and stationery.• Make arrangements for the specific needs of individuals (e.g., SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere when required.• Download examination results and provide data on examination entries, results and post results for Senior Leadership Team and teaching staff.• Ensure annually changing JCQ and awarding organisation guidelines and procedures are followed at all times to meet JCQ inspections and requirements of awarding organisations, including those bodies outside the remit of JCQ e.g. VTCT, NCFE• Draw up and maintain school examination policies (in conjunction with SLT) to meet statutory requirements as defined by JCQ.• Lead assessment windows in line with the school assessment cycle.• Lead and maintain the assessment module in Bromcom.	

- Lead the production of interim and annual reports to parents in all year groups and to use data gathering from the reports.
- Produce and publish individual pupil targets for teaching staff at the start of the year.
- Lead the school's commitment for reporting accurate data to the Trust, the DfE, the Local Authority and other agencies, for example via the DfE data checking exercises.
- Present, interpret and analyse reports on pupil progress, internal assessment data and examination results for Senior Leadership Team, Governors, Head of Year and Head of Departments.
- Lead and maintain SISRA Analytics (or other data analysis tools as specified), to provide an accurate tool for data analysis for the school.
- Provide staff, parents and other agencies with data on request.
- Produce and submit the statutory School Census returns.
- Lead on the preparation of Bromcom for the new academic year (academic/pastoral promotion).
- Support with training wider staff on use of data analysis tools.
- Support with the admissions process.
- Support with timetabling and the options process.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the school/academy performance management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the school and beyond.
- To represent the school at events as appropriate.
- To support and promote the school ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Chief Executive, Exec Team member and Headteacher/Senior Leadership Team.

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Education and qualifications	<p>Essential</p> <ul style="list-style-type: none">• A good level of general education including GCSE Mathematics and English Language A*-C, or equivalent.• A Level qualification, or equivalent. <p>Desirable</p> <ul style="list-style-type: none">• Data management qualification.• Evidence of continual professional development.• Willingness to undertake further training and development as required.
Experience	<p>Essential</p> <ul style="list-style-type: none">• Experience of MIS systems, assessment and examination modules.• Experience of working autonomously and as part of a team, managing own workloads and meeting deadlines, setting priorities and achieving agreed targets.• Experience of planning and managing examination procedures.• Experience of producing accurate and timely reports.• Experience of working with various data analysis tools and systems, including uploading data, setting up filter parameters and interrogating data <p>Desirable</p> <ul style="list-style-type: none">• Experience of using SISRA Analytics.• Experience of implementing and maintaining a timetable.• Experience of working in a school environment in an examination/ administrative capacity.• Experience of Bromcom.
Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Knowledge of examinations procedures and systems, awarding organisations and invigilation procedures.• Knowledge of performance tables and school data. <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of relevant Bromcom modules.• Knowledge of Fischer Family Trust/Analyse School Performance.
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none">• High level of attention to detail and accuracy.• Meticulous in approach.• Highly developed communication skills with the ability to communicate effectively at all levels.• Make decisions for the effective running of the administration related to examinations and data processes.• Ability to handle confidential issues and materials sensitively and appropriately.• Flexible approach to working in a busy office environment.

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| | <ul style="list-style-type: none">• Ability to work independently, using own initiative or as part of a wider team.• Excellent time keeping and record of attendance. |
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