

Academy @ Worden



JOB DESCRIPTION	
JOB TITLE:	Data, Assessment, Examinations and Cover Manager (DAEC)
GRADE:	Grade 6 - term time plus 2 weeks.
LOCATION:	Academy@Worden
RESPONSIBLE TO:	Headteacher/Deputy Head
STAFF RESPONSIBLE FOR:	Examination Invigilators & Cover Supervisors
JOB PURPOSE:	The main objectives to be achieved by the Postholder
To be a member of the support staff team with a specific responsibility for whole school management of data, examinations, assessment and cover with responsibility for the line management of the Cover Supervisor and Examination Invigilators	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
Management of all internal and external examinations	
<ul style="list-style-type: none"> - Manage the entry of examination entries and registrations for public awards. Liaise with the Heads of Faculty/Heads of Departments to facilitate this. - Co-ordinate the storage and administration of examination papers. - Management of information received by pupils such as exam entry statements and timetables. - Ensure that the school complies with all the necessary regulations to ensure that pupils receive appropriate accreditation and certification for their achievements. This should include ensuring that pupils have a good understanding of JCQ exam regulations. - Facilitate the work of the examination boards enabling them to carry out their obligation to the school and provide the necessary certification.. - Have oversight of national tests (including NEAs, CAT tests, external examinations and teacher assessments). - Management of examination procedures ensuring that suitable arrangements for rooming, seating and invigilation have been made. - Liaise with the SENCO and Specialist Assessor to administer access arrangements and makes applications for special consideration. - Liaise with the Site Manager to ensure that furniture requirements, examination materials and notices are in place on time. - Manage the allocation of candidates to rooms or areas and ensure the number of invigilators complies with the required ratio. 	

MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
	<ul style="list-style-type: none"> - Manage and train an external team of invigilators and ensure that they fulfil their obligations in accordance with the examination board regulations.
	<ul style="list-style-type: none"> - Disseminate exam specifications and official memoranda to colleagues. - Develop systems within the school to manage the essential collection of data, to ensure that all board deadlines for administration purposes are met. - Represent the school at Exam Officers' and JCQ meetings including JCQ inspections. - Ensure deadlines are met and manage the despatch of materials for coursework/NEA moderation. - Manage the collection and despatch of scripts to examiners. - Receive, report and distribute examination results. - Plan timetabling and seating plans for internal exams for Years 7 to 11. - Liaise with the Deputy Head to provide performance analysis reports (Fischer Family Trust, SATs, GCSE, CATs etc). - Use the Capita SIMs system to track and administer the exams process in conjunction with the exam boards secure websites. - Administer and distribute GCSE results. - Maintain cumulative records which can be used for monitoring progress in teaching/learning, and assist in the target setting process. - Monitor the cost of examination expenditure; to alert others to current entry practices and direct attention to the financial costs involved, making recommendations as appropriate. - Operate the appeal system effectively, liaising with teachers, parents and pupils. - Manage the secure storage of exam materials, in accordance with exam regulations.
	<p>Assessment and Reporting</p>
	<ul style="list-style-type: none"> - Manage the overall SIMS system and pupil data entry in regards to new admissions and class lists. - Responsible for pupil assessment including the monitoring of pupil progress, the devising and monitoring of report formats and the production of termly and yearly reports. This will include producing and distributing reports to parents/pupils, analysis of results to aid raising achievement and producing marksheets as required. - Responsible for data analysis relating to assessment, in liaison with SLT, to identify underachievement to facilitate intervention measures, minimum target setting, analysis of examination results to aid setting whole school targets, analysis of data received from Fisher Family Trust, ASP and Lancashire ROSE and any other analysis required by the Headteacher. - Liaise with SLT on the continuous development of this system.

MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have	
	<ul style="list-style-type: none"> - Attend training as and when required. 	
Cover	<ul style="list-style-type: none"> • To be responsible for ensuring that staff absence is covered. <ul style="list-style-type: none"> - Communicate with staff on all issues linked to absence. - Liaison with HoF/HOD regarding staffing requirements and cover work. - Liaise with supply agencies to secure teaching staff in line with “best value”. - Manage the Cover Supervisor on a daily basis to ensure information about classes to be covered is disseminated. - Rota staff to provide supervision for pupils on isolation. - Plan staffing and rooms to cover for in-school events. - Meet with the Headteacher/Deputy Headteacher at least once a week to discuss absences and cover management. - Type various documents and letters. - Photocopy materials for staff, particularly but not specifically relating to Examinations, Assessment and Reporting and Cover. - Print and collate materials. - Involvement with general clerical duties such as filing, record keeping, report compilation etc. - Become familiar with other roles within the office to cover in case of absence. - Undertake any other administrative tasks relevant to the support of staff and pupils. 	
School	<ul style="list-style-type: none"> • To work within school policies and procedures. • To maintain the pupil records on SIMs in regards to new admissions and liaise with the HOFs/HODs and Deputy Headteacher to ensure that set lists are accurate and up to date. • To liaise with the Deputy Headteacher in ensuring that the setup for the new academic year is completed yearly on SIMs. • To contribute to the provision of an effective environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To attend skill training and participate in personal/performance development as required. • To take care for their own and other people's health and safety. • To undertake when needed any other reasonable administration duties in line with or below the grading for this job. 	
	<ul style="list-style-type: none"> • To be aware of the confidential nature of all issues relating to the role and ensure that GDPR and data protection rules are adhered to. 	

