



## RECRUITMENT PACK

### Exams Officer and Careers Lead

Resilience, Excellence, Respect



## Colchester Academy

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Colchester

Essex

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Website <https://colchesteracademy.org.uk/>



Dear Applicant

Thank you for your interest in working at Colchester Academy. I hope you will be encouraged to apply for what we consider to be a challenging and rewarding position.

Here at Colchester Academy, we strive to ensure that our young people receive the very best education, realise their full potential and are prepared to become responsible and successful citizens. Together we have an unrelenting focus on the individual and create a culture where we develop students' character, with absolute commitment, giving our young people the currency they need for their future.

Colchester Academy is a secondary school located in the heart of Colchester, Essex, and is graded 'GOOD' by OFSTED (2018 and 2023). Part of a local Academy Chain, Penrose Learning Trust, this is an incredibly exciting time for us to appoint someone who is hard working, has high levels of integrity, can lead a team to greatness and passionately believes in the power of education to change lives.

We offer a positive and supportive workplace where staff go the extra mile, for students and for each other. A place where we provide excellent opportunities for career progression and advancement, and where the culture is one of equity and fairness built on relationships developed out of mutual trust and respect.

Colchester Academy is an outward facing research based school, with pedagogy firmly rooted in the Principles of Instruction and a knowledge rich curriculum. We are looking to appoint someone intent upon driving up standards, delivering excellent teaching and inspiring the same in others, and helping lead the school towards excellence.

We can promise you unswerving dedication from a talented group of staff who believe passionately in giving the very best opportunities to all of the young people within our community, both inside the classroom and beyond, to enrich their education with many and varied opportunities.

Please look through the application pack, our website or even come and visit us, to see for yourself what Colchester Academy can offer you.

If you have any questions or would like to visit the Academy, please contact Michelle Robinson, HR Officer on 01206 878878 or email [mrobinson@colchesteracademy.org.uk](mailto:mrobinson@colchesteracademy.org.uk)

Yours faithfully,

A handwritten signature in black ink that reads 'J. Betts'. The signature is written in a cursive style with a large initial 'J'.

Mrs J Betts  
Principal

# Job Description



## Exams Officer and Careers Lead

<b>School:</b>	Colchester Academy
<b>Reports to:</b>	Vice Principal
<b>Salary/Grade:</b>	Scale 7
<b>Hours/Weeks</b>	37 hours 41 weeks
<b>Job Purpose:</b>	To manage and coordinate the running and administration of exams both internal and external.

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

#### Internal Exams

- Collect faculty requirements for internal examinations for Years 9, 10 and 11.
- Construct, publish and distribute internal examinations timetables
- Liaise with Senior Staff and Year Leaders to oversee students' entry exit and conduct during examinations
- Liaise with the General Office Manager regarding invigilation for internal examinations
- Liaise with the Attendance Officer about student attendance.
- Coordinate CAT testing for all students following admission.

#### Public Exams:

- Under the direction of the Vice Principal collect and send estimated entries to the Boards
- Order specifications, past papers and support materials
- Distribute and disseminate communication from Examination Boards – regulations, training materials, syllabus availability, fees, provisional and final timetables
- To coordinate and manage arrangements for Special Considerations
- To ensure Controlled Assessment periods are calendared following agreement by the Vice Principal and that teaching staff are aware of Controlled Assessment requirements.
- To be responsible for examination entries, BTEC registrations and any other external entries/registrations
- To be responsible for recording estimated grades
- Ensure that completed coursework/controlled assessment work and marks are sent off as required
- Construct a master examination timetable and allocate rooms and seating
- Ensure any 'clashes' are dealt with according to guidance
- Print and distribute individual student timetables
- Liaise with Site Management Team regarding setting up of examination venues



# Job Description



- Send out examination letters to parents
- Collect examination fees as appropriate
- Order and control examination stationary
- Ensure completed examination papers are packed and posted to the appropriate place with all relevant paperwork completed
- To train and deploy examination invigilators
- Liaise with Senior Staff and Year Leaders to oversee students' entry exit and conduct during examinations
- Start exams in line with exam regulations
- Ensure examination registers are completed
- Download examination results electronically
- Disseminate results to Senior Leadership Team and Curriculum Leaders
- Compile an analysis of results as directed by the Vice Principal/Assistant Principal (Excellence)
- Provide information for Academy prospectus, data returns and press
- Manage the examinations capitation budget
- Print and distribute individual student results and Board Results slips
- Complete and send off requests for re-marks and examiners reports
- Check examination certificates

## **Invigilators**

- In liaison with the Vice Principal advertise for and recruit invigilators
- Manage and organise invigilators to ensure exams can be conducted in line with statutory regulations
- Record and submit timesheets for invigilators
- Produce and update an invigilators handbook
- Lead training for invigilators when required.

## **Student Progress Data**

- Ensure that examination results are available to other admin staff in the appropriate format to be included in student progress reports.

## **Careers**

- To develop, execute, track and monitor careers programme against Gatsby benchmarks.
- Ensure equality of opportunity for students with careers as directed by line manager.

## **Health and Safety**

- To ensure the health and safety of staff and students when in examinations area.
- To be responsible for carrying out risk assessments in relation to health and safety.

# Job Description



## Other Duties

- Produce reports relating to examination results as requested by members of the Senior Leadership Team
- Assist in the production of assessments and reports under the direction of the Vice Principal/Assistant Principal (Excellence)
- Other duties as requested by line manager

## Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents/carers and others visiting or, making contact with, the Trust.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the Trust.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- To deal with everyone in the Trust community in a manner which conveys mutual respect.
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

## Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the Trust's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

# Job Description



***Penrose Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.