



Manor High School

Excellence - Inspiration - Resilience - Respect

Copse Close, Oadby, Leicestershire LE2 4FU

Phone: 0116 271 4941 Fax: 0116 272 0277

admin@manorhigh.leics.sch.uk

www.manorhigh.leics.sch.uk

Headteacher: Mr L Powell

Job Title:	Curriculum and Assessment Manager
Grade:	6
Salary:	£24,982 - £27,741 per annum £22,009 - £24,440 (Actual salary)
	Term time plus 2 weeks (88.10%FTE)
Hours:	37 per week Hours to be flexible to accommodate examination requirements It is a requirement that this post holder is available to work the week of GCSE results day.
Responsible to	Assistant Headteacher

Job Purpose:

To be responsible for leading and managing the effective and efficient administration of internal and external examinations in accordance with the Joint Council for Qualifications regulations and/or awarding body rules.

To support with the assessment, curriculum and academic management to meet the needs of the school.

Key Tasks and Responsibilities

- Responsibility for the school's assessment processes - to provide the Headteacher (Head of Centre), Senior Leadership Team and Governors with sound advice, to attend SLT meetings, Trust meetings and all appropriate Governors' meetings to represent the school (when necessary)
- Advise and support Curriculum Leaders and Head of Centre in all areas and aspects of assessment including formal exams
- To be responsible for all aspects of examination process both internally and externally, including but not limited to:
 - Moderation, non-examined assessment (NEA) and ongoing course approval
 - Entries
 - Timetables and rooming
 - Access arrangements
 - Staff deployment
 - Invigilation
 - Exam board correspondence
 - Recruitment and training
 - Compliance with all school/Trust/Exam board/JCQ regulations and policies

- To be responsible for the organisation and security of examination papers covering safe collection, storage and dispatch
- Support the Head of Centre to take all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place
- To be responsible for all aspects of effective examination communications to both internal and external stakeholders, including but not limited to:
 - All key dates and deadlines
 - timetables
 - policy and maladministration/malpractice
 - results and results day
 - post results service
 - appeals
 - and all other JCQ requirements and regulations
- Effectively use internal and external IT systems to access and manage awarding body results information
- To help set and manage the examinations budget
- To ensure the school's compliance with all examination boards' requirements and to meet the standards required by the moderation and assessment bodies
- To maintain confidentiality of information acquired in the course of undertaking duties for the school
- Liaise and work with the Curriculum Manager to ensure the efficient leadership, management and implementation of any internal or external examination series
- Proactively keep abreast of and act on any industry changes or updates in a timely fashion and advise relevant stakeholders accordingly
- Regularly brief relevant staff on updates and the processes and plans
- Take a leading role in the active and timely distribution of information to all relevant stakeholders
- To support the Information Analyst in ensuring that the student database systems and data meet the information and reporting requirements of the school
- To possess an in-depth understanding of the full assessment process and exams grading structure of both internal and external assessments
- Use working knowledge of curriculum and academic management systems used to support assessment
- Interpret and apply guidance into efficient and effective operational processes
- Actively build and maintain networks with other school exam personnel
- To undertake any other task commensurate with the grade of the post, as directed by the Headteacher

Person Specification - Curriculum & Assessment Manager		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education up to 'A' level standard or equivalent • Willingness to develop professionally and undertake further training, as required 	<ul style="list-style-type: none"> • Evidence of further professional training • Degree or equivalent qualification
Experience	<ul style="list-style-type: none"> • Experience of organising and administering the public examinations process in a school or college or in a related post • Experience of using SIMS or other equivalent databases • Experience of managing and maintaining data in a secure environment • An understanding of the statutory requirements of legislation, including Child Protection, Equal Opportunities, Health & Safety and Inclusion 	<ul style="list-style-type: none"> • Experience in a similar / related post • Experience of working in a school or other educational setting
Knowledge / Skills	<ul style="list-style-type: none"> • Ability to work accurately, with meticulous attention to detail • Ability to develop and monitor procedures • Ability to prioritise, organise and meet deadlines • Excellent IT skills – MS Office Suite • Ability to lead and direct a team of Exam Invigilators • Ability to deal with all people in a polite and courteous manner • Excellent verbal and written communication skills • Ability to support students through their exams with empathy 	

Other	<ul style="list-style-type: none">• A pro-active record of CPD• Understanding of safeguarding issues and ability to follow all Trust procedures relating to this• A commitment to the Trust's aims & values• Hold positive values and attitudes and adopt high standards of behaviour in a professional role• Demonstrable commitment to teamwork and whole Trust improvement• Integrity• Self-motivated	
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