



Cardinal Langley RC High School

'An Outstanding Catholic School' S48, March 2017

Rochdale Road, Middleton, Manchester, M24 2GL
T: 0161 643 4009 | E: admin@clrchs.co.uk | W: www.clrchs.co.uk
Headteacher: Mr A Bridson B.Sc. (Hons), MA (Education), NPQEL

EXAMINATIONS & INTERVENTION MANAGER

Job Description

DIVISION: Teaching Support Staff

SECTION: Administration

CONDITIONS OF SERVICE

Pay & Conditions of Service will be in accordance with the scheme of conditions of the National Joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services (APT&C), along with any local conditions as agreed by the School's Governing Board.

GRADE: Grade 6 (points 19-24)

HOURS OF DUTY: 37 hours per week; term time plus 20 days during school holidays (to include a minimum of 2 days in A-level and 2 days in GCSE results weeks).

SPECIAL CONDITIONS OF SERVICE:

Actual start and finish times will be determined according to the needs of the service. However, it is expected that the post holder will normally work from 7.45am until 3.45pm with a daily 36-minute unpaid lunch break.

PURPOSE & OBJECTIVES OF THE JOB:

To lead and manage the intervention and examination procedures and the collation and interpretation of information to analyse student performance.

It is the duty of every member of staff to safeguard children, in accord with the Mission of the School and pertinent policies.

FINANCIAL: To work in accordance with Financial Regulations and Procedures of the School

EQUIPMENT/MATERIALS

Responsible for effective use of equipment and materials including computer hardware and software and other office equipment and to ensure arrangements are made for this to be maintained in satisfactory working order.

HEALTH & SAFETY:

Responsible for adhering to the school Health & Safety Policies (see the staff shared area: T:\School_Management_Documents\Policies Procedures & Guidance).

RELATIONSHIPS:

Internal - with school teaching staff, support staff and pupils.

External – with parents/carers and Examination Boards.





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RESPONSIBILITIES:

To have responsibility for the Intervention and Exams Assistant and the Invigilators. The post holder is responsible for working within the context of the Mission Statement of the school and provide support for school Governors and Management in ensuring the delivery of services is in accord with the aims and objectives of the school.

REPORTING:

The post holder will report to the MIS and Data Manager and members of the Senior Leadership Team on a day-to-day basis.

PRINCIPAL DUTIES

Intervention

1. Analyse academic progress data to help identify academic underachievement
2. To work with outside agencies and co-ordinate the school intervention programme
3. To identify and develop a range of data that can be used to monitor intervention throughout the school
4. To present analysis of the data to SLT and other relevant bodies
5. To be responsible for effective intervention data analysis and the generation of reports for SLT, Governors and external agencies
6. To ensure the effective administration of student intervention data systems as per the intervention calendar
7. To plan, develop and manage the collection of intervention data using a combination of software applications and school designed methods
8. To develop and manage the school intervention reporting system
9. To manage the effective administration of the collation and printing of all student intervention reviews and reports
10. To be responsible for entering intervention data and targets in a precise and secure manner
11. To provide training to all staff on the use of the intervention data software, where necessary
12. To work closely with departments on the use of the data, where necessary
13. Assess the needs of students, use detailed knowledge and skills to support students' learning and help them to overcome barriers to learning
14. Provide feedback to students in relation to progress and achievement
15. Devise and implement plans for supporting students with their daily organisation
16. Work with newly admitted students to ensure that needs are identified and support is provided
17. Keeping abreast of current guidance requirements and good practice in relation to target setting and the effective use of the data





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Exams

1. To undertake/Co-ordinate the day-to-day administration of the Internal/External Examination system.
2. To be responsible for the ordering of, receipt and safe keeping of exam papers in accordance with the JCQ requirements.
3. To provide and process the ICT systems when required in order to facilitate departmental/whole school assessment.
4. To provide support to staff with entry information for candidates and ensure all students have been entered correctly.
5. Liaise with students and parents about examination arrangements and special circumstances.
6. Liaise with Departmental staff, students and parents about special considerations.
7. To manage and develop the ICT systems effectively for examination and student reporting/performance.
8. To ensure the examinations operate effectively including taking responsibility for planning, arrangement of cover and communications.
9. To take responsibility for the deployment of external exam invigilators in relation to arrangement of cover requirements.
10. To manage the student performance system, providing in-year reports to parents and staff on student performance.
11. To provide analysis of data received from the LA, examination boards and generated internally in relation to exam results and student.
12. Develop and provide reports to Governors and Senior Management Team in relation to the data.
13. Undertake research as directed by Headteacher or Business Manager.
14. Provide support to Senior Management Team as directed by Headteacher
15. Participate in training and personal employee development. Promote employee development amongst staff.
16. To be available as first aider for students during the examination period.
17. To be responsible for examination entries for external exams to the examination boards for public exams.
18. To liaise with Heads of Department on pupil entries.
19. Wherever possible, to make arrangements for pupils at this school to take examinations in subjects they have studied elsewhere. This applies particularly to examinations in community languages.
20. Where feasible, to make arrangements for candidates who are not pupils at this school to take examinations here.





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21. To disseminate information about public exams to staff, pupils and their parents.
22. To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations.
23. To sort out examination papers as they arrive.
24. To be responsible for the daily running of public examinations including practicals and to inform the Headteacher and/or Site Manager about arrangements that need to be made for furniture in examination rooms.
25. To liaise closely with the MIS and Data Manager who will create the invigilation timetable and provide information about the examination timetable, e.g. dates/times of examinations and the number of entrants.
26. To sort out all clashes and make appropriate provisions for pupils.
27. To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils.
28. To provide relevant statistics on examination entry and examination results to the Head, the Governors, the LA and the DfE.
29. To be responsible for examination stationery.
30. To check DfE statistics and examination results information before publication.
31. To complete examination entries using IT wherever possible and ensuring manual back-up as appropriate.
32. To oversee the copying and distribution of results by the School Office.
33. To check certificates prior to distribution/presentation evenings.
34. To retrieve costs of examination entry from absentees and arrange for re-marks, reports and queries about exam results from the examination board.
35. To be present on the day the school is notified of results, or arrange for a suitable, well-briefed substitute who is capable of producing the relevant statistics and can make arrangements for distributing results. (The substitute must be acceptable to the Head).
36. To undertake an analysis of examination results, when the school is notified, and to inform the Head as soon as administratively possible.
37. To liaise closely with the Senior Teacher i/c Assessment & Reporting to develop exam Statistics that can be used for target setting, review and as a basis of raising achievement.
38. To explore the use and benefits of computer packages to streamline the administration of examinations.
39. To make arrangements for all internal examinations including timetable rooming and invigilation.
40. To liaise closely with the Deputy Head over issues of invigilation and cover.





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EXAMINATIONS & INTERVENTION MANAGER PERSON SPECIFICATION

	Essential	Desirable	A	I	R
Education: 5 A*-C GCSEs or equivalent including English and Maths.	✓		✓	✓	
Excellent communication/ interpersonal skills including experience of liaising with professionals.	✓		✓	✓	✓
Experience working within a school environment.	✓		✓	✓	✓
Ability to prioritise work and meet deadlines.	✓		✓	✓	✓
Ability to organise staff and timetables.	✓		✓	✓	✓
Ability to work effectively within a team environment.	✓		✓	✓	✓
Ability to manage information and to present a report.	✓			✓	
Knowledge of ICT applications/software and SIMS/Sisra system.	✓		✓	✓	✓
Good record of attendance and punctuality	✓		✓		✓

