**Overall Job Purpose:**

To continue the legacy of CAPA ensuring that all pupils achieve to their full potential, by the provision of accurate, consistent and timely examination and assessment arrangements. To contribute to the safeguarding and well-being of all pupils.

|  |
| --- |
| **Accountabilities – Specific*** To ensure that the Arbor MIS system is kept up to date with all student information and attendance records.
* To support the College’s admissions and enrolment processes ensuring that all students are enrolled onto the MIS system in a timely manner.
* To ensure that all student CTF files are downloaded onto the MIS system and that student details are cross-referenced and up-dated from student information provided on enrolment day.
* Develop and implement the College’s examination policies and procedures to ensure compliance with all relevant regulations.
* Liaise with relevant staff to plan and organise all public examinations; e.g. identifying key dates, logging intended examination entries and notifying Examination Boards.
* Supply exam Statements of Entry and timetables to candidates and staff.
* Ensure the smooth running of external examinations, including organising all aspects of the College’s invigilation requirements, room allocations and seating plans.
* Notify Examination Boards of any late candidates, irregularities etc.
* Ensure communication with Examination Boards regarding all aspects of policy and procedure relating to examination regulations; attending any training provided by Examination Boards, the Joint Council for Qualifications (JCQ) and other bodies as appropriate.
* Ensure the delivery and logging of examination papers/resources, ensuring correct and sufficient papers/resources are received and stored securely.
* Ensure the dispatch of completed examination papers/resources and controlled assessments to moderators/examiners.
* Liaise with SENDCo regarding Access Arrangements for candidates.
* Oversee requests and administer the process for Special Consideration and Enquiries about results.
* Prepare examination results for distribution to candidates.
* Responsible for the analysis of examination results. Collate and co-ordinate examination results, providing reports to the Core Team, as required.
* Undertake any other duties required, such as recruitment of invigilators and Examination Boards’ correspondence and collation of certificates.
* To assist the Strategic Director and Data Manager in ensuring the:
	+ Effective development of data collection and tracking systems
	+ Quality assurance of internal assessments used at the College
	+ Moderation of assessment and marking at the College
	+ Consistent and timely gathering of pupil data
	+ Effective interrogation of pupil data
	+ Findings are used to improve performance
	+ Organisation of Assessment Weeks
	+ Production of accurate and timely reports for the Principal/Core Team and the Board of Trustees as required.
	+ Preparation of reports for students/parents/staff
	+ Data preparation and submission of College Census and ILR’s in-line with standards and requirements set by the DFE/ESFA/Ofsted

**Interim Accountabilities**CAPA College’s first cohort of 105 students will sit their exams in 2020. Our second cohort will see an additional 105 students join the College in September 2019. As we move into our purpose built new building in September 2020 our pupil admission number (PAN) will increase to 250. The role of the Data and Exams Officer is integral to the development and growth of the Administration Team and during this initial phase, and until such time as this role is working at full capacity, the person appointed will be expected to contribute to, and develop, the work of the Administration Team in the following areas:* Attendance monitoring
* First point of contact for late attendance and/or absence issues
* Ensuring attendance data is up to date
* Supporting tutors with any identified interventions

**Accountabilities - Generic*** Serve as a role model based on high standards and professional conduct
* Be aware of and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to the appropriate person.
* To comply with the College’s Code of Conduct
* Maintain confidentiality in relation to all work undertaken
* Contribute to the safeguarding and promotion of the welfare and personal care of students and with regard to Child Protection procedures.
* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Undertake any necessary professional development
* Carry out such duties as may be reasonably assigned by the Strategic Director
 |
| This job description will be reviewed annually, and updated as required, in line with the ongoing development of CAPA College. It is not a comprehensive statement of procedures and tasks, but set out the main expectations of the College in relation to the post holder’s professional responsibilities and duties.  |
| **Employment checks required of this post:*** Evidence of entitlement to work in the UK.
* Evidence of essential qualifications as detailed in the Person Specification.
* Two satisfactory references.
* Evidence of a satisfactory safeguarding check e.g. DBS
* A List 99 check.
* Confirmation of medical fitness for employment.
 |

**Date completed:**