



Data & Examinations Officer

Job Description

Responsible to: Headteacher

Hours: 37 hours/wk term time plus 10 days to include a minimum of 6 days over the A Level and GCSE results days in August

Scale: SCP 17 £17,547 (Pro Rata)

This job description

- i) will be reviewed from time to time
- ii) lies within the framework of current APT&C Conditions of Service

Overall Responsibility

- Management of all examination (internal and external)
- Management of Examinations' staff and procedures.
- To work closely with and deputise for the Senior Examination and Data Officer in their absence
- Use the School's Management Information System (MIS) to provide analysis of relevant pupil/student performance data to inform school leaders, teaching colleagues and school governors.

Duties and activities

- Wolds Learning Partnership and whole school data (tracking, monitoring and reporting)
- Communication (Leadership and liaison with all staff, parents, pupils, to ensure effective communication and action)
- Year group pupil progress data (Tracking, monitoring and reporting to staff, parents and pupils)
- Rewards (Tracking, reporting and issuing certificates, including oversight of classcharts)
- Behaviour (Tracking reporting and management of the detention system)
- Reporting of attendance
- Disadvantaged and Pupil Premium Data (Tracking, recording of interventions and reporting)
- Examinations – co-ordinate all examinations (External and Internal)
- Parents Evenings
- Updating of pupil personal data and admissions.

Assessment Recording and Reporting

- Work with the relevant Senior Team Link, to plan and oversee whole school reporting at regular intervals
- Ensure that instructions are distributed and training on data management for teachers and other staff is arranged
- Set clear and workable deadlines for data collection and producing pupil reports to defined timescales
- Produce summaries and analysis of report data for teachers