

Data & Examinations Officer



Information for Candidates



A family of schools
with shared values

Headteacher's Welcome

Woldgate is a school with a distinct vision for education. Our view of an outstanding school is based on shared values, where every child is known and cared for as an individual. To cultivate this, we build a supportive and caring community, where a child's talents can grow through academic study and the opportunity to participate in the many activities, productions and visits that make Woldgate School unique. We are a school with a positive, welcoming, warm atmosphere, in which pupils take pride in their achievements and where each individual pupil achieves academically through consistently good teaching, in an environment that seeks to nurture their love of learning and challenges them to excel.

Founded in 1958, Woldgate's original school motto celebrated the distinct education the school sought to bring. This motto is, for me, an integral part of our school life; it defines who we are as a community.

"Everything you do should be worthy, of great merit, character and value."

Of great merit:

The quality of being particularly good or worthy, especially deserving of praise or reward.

Of great character:

The moral qualities that define an individual.

Of great value:

The principles or standards of conduct we work to; our judgment of what is important in life.

I truly believe that part of what makes this community so special is the holistic education we provide for our pupils. Our Performing Arts status, extra-curricular clubs, sporting activities and House competitions, combined with our wonderful visits programme, provide pupils with a unique opportunity to appreciate the world around them. I have long believed that the creative arts provide an exceptional platform upon which pupils can develop new skills, grow in confidence and, as people, develop qualities, in an environment where their talents are nurtured and then celebrated. The arts offer us something special, whether it be learning an instrument, acting in a play, dancing, singing or just being involved in a production as part of a company. This holistic approach to school life, for me, is integral to a good education and wonderful preparation for future life.

As we look to the future, I am absolutely committed to ensuring Woldgate School continues to develop with a clear, confident and strong identity based on shared values and with each student known and cared for as an individual. Our culture of collaboration and success will be matched by our determination to do the very best, both pastorally and academically, for the children in our care.

- A School where each child is known and cared for as an individual.
- An environment in which our pupils feel valued, safe and enjoy school.
- A School where every child is challenged and supported to succeed academically.

Woldgate Sixth Form College also provides exciting opportunities for students to continue their educational journey, to build upon their GCSE results and progress onto qualifications that provide academic rigour and challenge. There is also a wide variety of enrichment opportunities, with students participating in the wonderful range of expeditions, visits, internships and leadership programmes.

Jonathan Britton
Headteacher



About Us

Woldgate School and Sixth Form College

Age range 11 – 18

Students on roll – 1050

Gender: Boys and Girls

Admissions policy: not selective

School Type: an Academy which is part of the Wolds Learning Partnership a Multi-Academy Trust

Ofsted Grades – May 2015

Overall effectiveness	GOOD
Achievement of pupils	GOOD
Quality of Teaching	GOOD
Leadership and Management	GOOD

Academic achievement is equally our top priority and an area in which we have received special recognition from the Department of Education. As I am sure you are aware, in 2015 70% of pupils gained the 'Gold Standard' of 5 or more A*-C grades including English and Maths. Indeed, 87% of our pupils achieved an A*-C grade in Mathematics and 75% in English. In 2016 50% of our pupils also achieved an A or A*. In 2017 48% of our pupils achieved at least one 9 to 7 (A*-A equivalent) grade at GCSE, 83% achieved a 9 to 4 (A*-C equivalent) grade in English and 76% of pupils achieved a 9 to 4 (A*-C equivalent) grade in Mathematics. In the Sixth Form, 48% of our pupils achieved an A*-A in Sixth Form, 100% of pupils studying vocational qualifications achieved the top two grades of a Distinction and Distinction* and 99% of our pupils achieved an A*-C at A-Level.

In 2017 Woldgate School was presented with an 'Outstanding Outcomes Award' from the SSAT for our academic results. We are also recognised by the Department of Education as being one of the 'Top 100' most improved schools in the country, out of three thousand eight hundred. As one of only ten schools nationally, we have been selected to appear in a Parliamentary publication which celebrates excellence in education. Achievements such as these are testament to the hard work and dedication of pupils, parents and teachers, and they draw upon a combination of academic rigour, pastoral care of the highest quality, excellent teaching and learning, complemented by structures that monitor progress and intervene to provide individual support for each and every pupil.



Job Information

JOB DESCRIPTION

JOB TITLE:	Data and Examinations Officer
REPORTS TO:	Data Manager
SALARY:	Scale point 21 currently £20,138 pa (which will be pro-rata'd)
HOURS:	37 HOURS (Term time only plus 10) to include a minimum of 6 days over the A Level and GCSE results days in August

Purpose of the job

We are looking to appoint a Data & Examinations Officer to be responsible for the administration and organisation of all aspects of examinations and tests throughout the school. The successful candidate will be required to manage the internal and external examinations process from pupil entries to results and to assist the Senior Data & Examinations Officer to provide analysis of relevant pupil data. The ideal candidate would have experience in dealing with exams at GCSE and A level, excellent knowledge of SIMS, particularly the exams Module, excellent IT skills, a high level of spoken and written English and an ability to communicate efficiently with the exam boards, students, parents and staff.

Key responsibilities

Overall Responsibilities

- 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

Other duties and responsibilities

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

The school operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disbarring and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Signed: _____ Post holder Dated: _____

Signed: _____ Line Manager Dated: _____

PERSON SPECIFICATION

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HOURS: 37 HOURS (Term time only plus 10) to include a minimum of 6 days over the A Level and GCSE results days in August

Qualifications:	Essential	Desirable
1. Good standard of general education up to 'A' level standard or equivalent	√	
2. Willingness to develop professionally and undertake further training, as required	√	

Knowledge and Experience:	Essential	Desirable
7. Experience of organising and administering the public examinations process in a school or college.	√	
8. Experience of using SIMS or other equivalent databases.		√
9. Experience of managing and maintaining data in a secure environment.	√	
10. An understanding of the statutory requirements of legislation, including Child Protection, Equal Opportunities, Health & Safety and Inclusion	√	
11. To be able to judge when to make a decision, when to consult and when to defer to a senior member of staff	√	

Skills/attributes:	Essential	Desirable
14. Decision making skills - able to make a decision on an informed basis taking into account all possible outcomes of this decision	√	

15. Ability to work accurately, with meticulous attention to detail.	√	
16. Ability to develop and monitor procedures.	√	
17. Ability to prioritise, organise and meet deadlines	√	
18. Excellent IT skills – MS Office Suite	√	
19. Ability to lead and direct a team of Exam Invigilators	√	
20. Ability to deal with all people in a polite and courteous manner	√	
21. Excellent verbal and written communication skills	√	
22. Ability to work independently and under pressure	√	
23. Willingness to be fully involved in the life of the school	√	
24. Adaptability	√	
25. Reliability	√	
26. Dedication	√	
27. Positive problem solving approach	√	
28. Commitment	√	
29. Integrity and discretion	√	
30. Resilience	√	

Note - This person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

How to apply

If you would like to apply for this vacancy, please download a support staff application form from the school website.

Applications should be returned to Sharon Hogg Head of Operations, Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York. YO42 2LL or via email to shogg@woldgate.net.

CLOSING DATE: Sunday 29th July at midnight
Interviews are scheduled to take after the
6th August 2018

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Staff Information

Senior Leadership Team

Headteacher – Mr Jonathan Britton

Deputy Headteacher – Ms Irie Grant

Assistant Headteacher – Mr Luke Sloman (Head of Lower School)

Assistant Headteacher – Ms Amanda Longstaff (Head of Upper School)

Assistant Headteacher - Mrs Katy Lawson (Head of Sixth Form)

Assistant Headteacher - Mr Philip Johnson (Director of Studies for English)

Assistant Headteacher – Mr Kieran McCausland (Director of Studies for Mathematics)

Assistant Headteacher – Mr Robert Jones (Director of Studies for Science)

Assistant Headteacher – Mr Martin Trevaskiss (Director of Holistic Education)

Assistant Headteacher – Mrs Coppelia Webster (Professional Tutor)

Assistant Headteacher – Mrs Sarah Geary (Head of Inclusion)

Key Contacts

Sharon Hogg Head of Operations, email shogg@woldgate.net



Child Protection Policy

Woldgate School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.

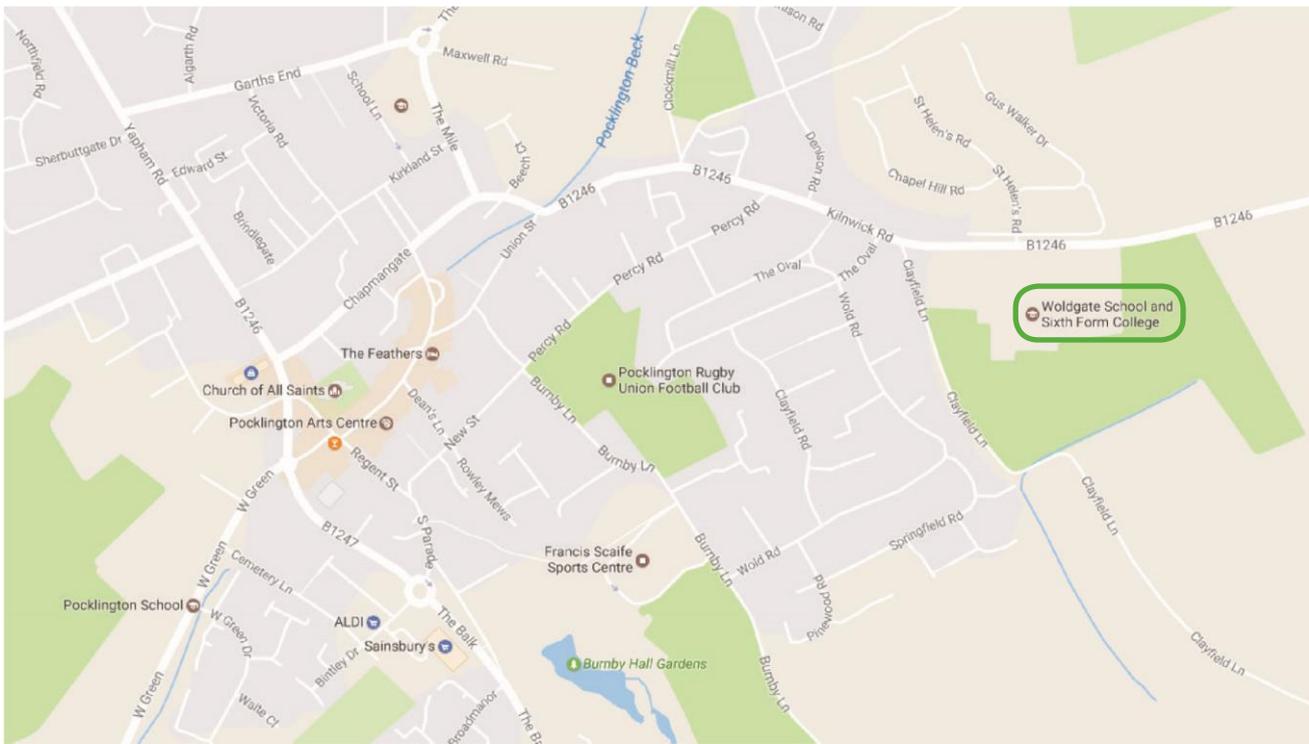
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, when a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

How to Find Us

**Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York.
YO42 2LZ Tel: 01759 302395**



A. From Hull - Take the A1079 including the by-passes of Beverley and Market Weighton

1. Take the right hand fork from Pocklington at the Yorkway Hotel
2. Take the 3rd exit from the roundabout; past the Rugby field on your right
3. Turn right at the B1246 signposted Warter, Driffield, Bridlington
4. Woldgate School is the last building on the right as you leave the town.

B. From Humber Bridge - Take the Westward route towards Leeds along the A63

1. Leave the A63 at the slip road and bridge over signposted for Market Weighton, Bridlington
2. Pass through villages of South Cave and Sancton
3. Turn west at Market Weighton bypass, A1079 towards York
4. Follow instructions A3, A4, A5

C. From Leeds - Take A64, York by-pass towards Scarborough

1. Leave A64 at Grimston Bar roundabout signposted York, Bridlington, Hull
2. Exit from roundabout onto A1079 towards Hull
3. Twelve miles approximately along A1079 after Pocklington Industrial Estate, turn left for Pocklington, just after Bonds International.
4. Pass Pocklington School on left, at roundabout take 3rd exit past bus station, fire station
5. Take the first exit from the roundabout
6. Follow instructions A4, A5

D. From North-East England - Take A19 southwards until Northern by-pass of York

1. Follow signs for Hull, Bridlington
2. At A64 turn West for Leeds
3. Follow instructions C2, C3, C4, C5, C6

E. From Scarborough, Bridlington - Follow sign from Driffield

1. By pass Driffield along North and West side
2. Leave by pass where signposted for M62, Market Weighton
3. At Bainton roundabout take second exit along B1246 towards North Dalton, Warter, Pocklington.
4. Woldgate is the first building on the left as you reach Pocklington.