



EXAMINATIONS & ASSESSMENT OFFICER JOB DESCRIPTION

ABOUT CATS College Canterbury

CATS College Canterbury is a coeducational independent boarding school catering mainly for international students aged 14+. The College specialises in preparing students for pre-university exams, including I/GCSEs, A Levels, the International Baccalaureate (DP) and the University Foundation Programme (UFP). The College was awarded 'Excellent' in all nine areas in the latest ISI inspection (March 2016). There are approximately 400 students on roll, class size average is nine across all programmes, and students take part in an extensive range of extra-curricular activities including leadership awards and national/international competitions. The College is part of the CEG group.

OVERVIEW OF THE JOB

The purpose of the role is

- to manage examination procedures at the College from submitting entries to communicating results. Responsibilities will include the invigilation process, the exam room environment and student access requirements
- to lead on the College's use of academic data and systems. You will analyse data, support all examinations and provide information to academic staff.

REPORTS TO

You will be directly responsible to the Deputy Head Academic.

MAIN RESPONSIBILITIES OF THE JOB

Examinations

- Scheduling and communication of examination timetables and room plans
- Submission of entries, accurately and on time
- Recruitment and management of invigilation team
- Ensuring efficient management and supervision of the exam room environment
- Management of the results communication process
- Liaison with the Academic Officer with regards to exam rooming and timetables
- Oversight and smooth running of all internal and external College exams
- Direction and training of staff assisting during exam period
- Responding to students' and parents' enquiries with regards to exams
- Managing the examinations budget effectively
- Coordinating with the ALS Co-ordinator regarding applications for examination Access Arrangements
- Ensuring with the ALS coordinator that academic staff produce the required "picture of need" over the academic year to support the Access Arrangements
- Leading INSET to advise staff of examination procedures and policies.
- Providing staff invigilation training
- Entering students for university entrance examinations, including but not exclusively BMAT, TSA, STEP
- With the Deputy Head Academic, reviewing policies pertaining to examinations

Assessment

- To create, oversee and develop the school's use of academic data and systems
- To analyse the College's academic data, including exam results, report grades, attendance figures and other specific academic areas.
- To identify gifted and talented and key profession students from the analysis of data reports and also under achieving students
- To be an active participant in developing systems in College in raising standards and performance across whole College
- To produce clear, concise, accurate information to support Senior Leaders in raising standards of performance in the College
- To develop and monitor data management information systems
- To be responsible for the submission of relevant information to SLT and outside agencies
- To support on exams at all exam times- invigilation, starting exams, administration etc.
- To set up and maintain the College intranet
- To liaise with IT Support with regards to issues, updates and improvement and to comply with Group IT policies (and BSC Code of Conduct)
- With the Deputy Head Academic, to review policies pertaining to assessment

PERSON SPECIFICATION

The job requires that you are:

- IT literate
- Efficient and organised
- Accurate, analytical and concise
- A skilled communicator and a relationship builder - able to work effectively with colleagues and students
- Good at prioritising your time
- Proactive, flexible, trustworthy, dependable and reliable
- Comfortable working in English
- Internationally aware and culturally sensitive
- A good team player, but also able to work autonomously
- Willing to play a part in the wider life of the College community

And that you have:

- Experience of data analysis
- The ability to produce clear, helpful reports and make recommendations
- Experience of working within an academic environment

About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; ONCAMPUS programmes at universities in the UK, USA and Europe; Stafford House International English language schools in the UK, USA and Canada; Stafford House Summer study holidays and CEG Digital, benefiting from being part of a global team focused on online teaching and learning.

And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expects everyone connected with the College/s to share this commitment.