



Job Description Deputy Exams Officer

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| Reports to: | Exams Officer |
| Direct Reports: | n/a |
| Location: | West Heath School – Sevenoaks |
| Hours: | 32.5 hours/ 39 weeks + plus 2 days in August per year Flexibility is essential due to the nature of the role |

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

To work alongside the Exams Officer to help with the administration, organisation and smooth running of public and internal examinations.

As the demands made by examinations fluctuate across the year there will be times when the post-holder will be expected to support as necessary as part of the Learning Support Assistant Team.

LSA's provide support for students with their social, emotional, behavioural and mental health needs by working as part of a multi-disciplinary team, throughout the school under the management of Line Management and working together alongside the Teacher as relevant.

Main Duties and Responsibilities

Support the Exams Officer with Exams by

- Coordinating arrangements for exams e.g. room bookings, arrangements for invigilators etc
- Prepare for and carrying arrangements on the day for any physically exam elements e.g. exam trays, table layouts etc.
- Coordinating declarations of interest
- Ensuring timely receipt and disruption of certificates, liaising with exam boards where necessary
- Be a daily exam supervisor
- Deputise as the Exams Officer in an emergency

- Participate in organising and attending events such as award evenings and exam result days

Learning Support Assistant

- To work with Line Management to provide appropriate guidance, support, set boundaries and nurture the students whilst they attend the school and any off site provisions
- To support students with their education, providing in-class support and 1:1 environments as directed by the teacher
- Support social interaction between students at social times as guided by your Line Manager
- Support students when they are out of lessons, including those who abscond
- To lead by example, acting as an appropriate positive role model to all students remembering that the children are vulnerable and impressionable. Always ensure that students receive a fresh start every lesson and every day
- Support teachers to best meet the needs and requirements of the students' education
- To be professional at all times, towards both the students, staff, parents and any visitors.
- Be consistent in your approach and have a firm, yet fair manner
- To be a reflective practitioner, always striving to improve your practice
- Be creative in your approach and open to new ideas
- Contribute towards new strategies and approaches, ensuring you exhaust all available routes of support to the students
- To be flexible and adaptable depending on the day to day requirements of the school
- Undertake physical intervention 'Team Teach' training and use skills as and when required

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.

- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION : Deputy Exams Officer

The successful candidate will be a strong, forward thinking and inspirational leader who demonstrates commitment to the school's values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

| Requirement | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> GCSE English & Maths at C/grade 4 or equivalent IT literate | <ul style="list-style-type: none"> NVQ Level 2 or 3 Supporting Teaching & Learning or equivalent |
| Experience | <ul style="list-style-type: none"> Experience of working in a school or with SEN | <ul style="list-style-type: none"> Experience of working in an admin similar role Understanding of SEMH needs and supporting strategies |
| Knowledge and skills | <ul style="list-style-type: none"> Good levels of Maths & English Efficient and methodical administrative skills The confidence to use a variety of IT applications, particularly spreadsheets and databases Evidence of ongoing CPD | <ul style="list-style-type: none"> Knowledge of all the relevant legislation that relates to the role for compliance, including data protection. Working knowledge of SIMs Attachment Aware and Trauma Informed Education/ Therapy models. |
| Competence | <ul style="list-style-type: none"> Clear oral and written communication skills (telephone, letter, e-mail) Able to articulate and be able to deal sensitively with a variety of situations with teachers, invigilators, pupils, parents and exam board representatives | |
| Personal Qualities | <ul style="list-style-type: none"> Ability to work to deadlines and to manage priorities Understanding of the importance of confidentiality The ability to be self-motivated, show initiative and be flexible Physically & emotionally robust Ability to work in a way which reflects the Schools values/ ethos Working practice which encompasses equal opportunities Ability to work under pressure while recognising it in self and others | |
| Other | <ul style="list-style-type: none"> Personal development - a strong interest in and | |

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| | <p>commitment to continuous personal learning and development</p> <ul style="list-style-type: none">• Enhanced DBS• Commitment to Safeguarding | |
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Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.