

Exams Officer

Recruitment Pack – Eden Park High School



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Improving Outcomes *Transforming Lives*



WELCOME FROM THE CEO

Thank you for showing an interest in our pupils, our schools and our Trust. This is an exciting time to join Education for the 21st Century. We are a very different organisation in 2023 than we were four years ago. We have understood the need to transform and have developed greater capacity in our leaders at every level. We have developed a shared understanding of what great teaching looks like, developed our curriculum model, developed clear behaviour principles, and landed upon an exciting model of instructional coaching to drive forward teacher efficacy.



Our strategy over the next two years reflects our growing capacity but it also reflects the need to improve quickly. In Year 1 we established the 'backbone' of the organisation and to align, where doing so impacts pupils progress, or allows us to influence progress through growing greater capacity in our schools and realising efficiencies. In Year 2, now, we hope to see all schools moving closer to national progress or beyond, as they realise the benefits of collaborative working based upon a common school workflow. In Year 3, as this rapid progress continues, we begin to add capacity for growth so we can support our mission of transforming lives and our aim of becoming one of the highest performing multi academy trusts in London and the South East.

Of course, our strategy is responsive to the needs of those closest to us. The wellbeing of the young people in our care has been significantly impacted by the recent pandemic. Our support will be strategic and comprehensive. Furthermore, the pandemic has had a dramatic impact upon the career prospects of our pupils. Our strategy over the coming years seeks to ensure that our pupils are well placed to move successfully into the next stage of their education or working life, with the right knowledge and skills to make a valuable contribution to society.

The development, wellbeing, and support of staff within the Trust will play a crucial part in our strategy. We adapted quickly to new ways of working and continue to refine and develop our HR processes. One key lever for change over the next three years, will be instructional coaching. The ongoing development of all staff, and in particular, our teachers, is critical if we are to deliver the high-quality teaching that we need to, in order to 'improve outcomes and transform lives'.

Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

Simon Garrill

A handwritten signature in blue ink that reads "S Garrill". The signature is written in a cursive, slightly slanted style.

Chief Executive Officer



THE FOUR CRITICAL QUESTIONS

WHY DO WE EXIST?

Our Mission at E21C is 'improving outcomes, transforming lives'. We believe in the collective power of schools working together as civic minded leaders to find shared ways of working that improve the lives of our pupils.



HOW DO WE BEHAVE?

Our core values of trust, kindness and endeavour define how we behave. These are the values that we hold most dear, and our schools align their own values to those of the Trust.



WHAT DO WE DO?

We create welcoming and open schools in the local community where every person thrives, makes excellent progress and succeeds.



HOW DO WE SUCCEED?

With aligned autonomy, a clear backbone, a strong culture, academic rigour and smart systems.



THE E21C BACKBONE

MISSION & VALUES

Schools use our 4 Critical Questions, outlined on the previous page, to help determine a clear and concise mission that is aligned to the mission of the Trust. Schools can choose to define their own values or use those of the Trust. If schools choose their own they should be aligned.

CURRICULUM

Schools are expected to adhere to the curriculum principles and framework. The purpose of this framework is to share best practice and ensure that wherever possible collaboration across the Trust is made possible through alignment. This outweighs the benefit of any one school following its own path and becoming an island. Where schools are identified as being in the stabilise or repair phase then they will be expected to follow the E21C curriculum framework in its entirety.

ASSESSMENT & FEEDBACK

The assessment and feedback calendar captures the rhythm of our Assessment and data collection within the Trust. These differ across the various phases but are aligned to improve collaboration and to reduce workload.

SAFEGUARDING & ATTENDANCE

Safeguarding is the responsibility of all. Our policies and procedures are designed to create consistency and improve collaboration. External audits review practice across the Trust on an annual basis.

QUALITY ASSURANCE

Our School Workflow captures the rhythm of quality assurance across the Trust. We undertake regular cycles of structured monitoring to measure the effectiveness of our approach and to reset where we need to.

CPD

We are developing our capacity to ensure that by 2022 we can fulfil our commitment to provide high quality instructional coaching to all teaching staff across the Trust. All our schools are committed to coaching. In addition, we provide core E21C training, leadership development and trust wide CPD.

WORKLOAD

Schools are expected to streamline workload as much as possible. There are a maximum of three data drops and all processes and procedures should be looked at through a lens of simplicity and clarity.

TEACHING

Teaching is responsive to the needs of pupils and based upon our shared understanding of efficacy. This is captured in our teaching rubric that gives clarity about what we determine to be effective practice. These beliefs are based upon evidence. They are further exemplified within the Teaching and Learning policy where the 'what to dos' give guidance on what we believe to be effective practice.

BEHAVIOUR & ROUTINES

It is essential that we have the highest of expectations within our schools. Pupils deserve to learn within, and teachers deserve to teach within well-ordered and disciplined environments. E21C schools have high aspirations of behaviour. We believe that culture should be frequently measured and reset where it needs to be. Schools use our E21C Behaviour principles to help shape their individual policies. Where schools are identified as needing to be stabilised or repaired (see School improvement strategy) then we may ask schools to follow a template Trust policy and procedure and support in its implementation.

SEND

Our schools commit to inclusive practice and developing the best provision possible for the pupils that need it the most. We share best practice and undertake annual reviews of SEND to develop a common understanding of the best approaches to use.

PERFORMANCE MANAGEMENT & APPRAISAL

The Trust shares a common approach to performance management and appraisal. Performance management is conducted within a highly professional and supportive environment.

OPERATIONS

The other elements of our backbone include Governance, Finance, IT, estates and communication and marketing.



OUR SCHOOLS

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

SECONDARY SCHOOLS



11-19



11-19



11-19



11-16

PRIMARY SCHOOLS



4-11



4-11



4-11



4-7



CANDIDATE CHARTER

E21C want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

OUR COMMITMENT TO YOU

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting** your privacy we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing talent** we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

WE WILL

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

IN RETURN WE ASK THAT YOU

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you



ABOUT THE SCHOOL

Eden Park High School

Education for the 21st Century is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress, and succeeds. We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education. We value the difference in all our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care.

We want the very best for all our young people. Our plan to ensure that we deliver great schools is underpinned by our shared values of trust, kindness, and endeavour. Our schools and our staff are collaborative, and we seek to create consistency and quality throughout.

Our leaders create improvement in schools that is robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigor while creating a depth of experience and learning for our staff.

In joining Eden Park High School and the family of schools within E21C you will gain access to an unparalleled level of support and development in a forward-thinking school and trust.

We are currently seeking to appoint an additional Behaviour Mentor to work with our behaviour team. This role demands motivation, passion, patience, and the ability to emotionally support children from various backgrounds and situations.

The ability to communicate effectively with students, staff & parents is imperative in ensuring that effective pastoral support is provided for all our pupils.

The successful applicant will have excellent interpersonal and communication skills, and the ability to relate well to children and adults. You will need to be calm under pressure and have a flexible attitude to work.

Eden Park High School is a new school in Beckenham. We opened in 2017, moved into our purpose-built new premises in 2019, celebrated our first ever GCSE results in 2022 and have opened our new Sixth Form this September. With a new and expanded leadership team, this young school is starting an exciting new chapter as we build the culture, systems and teams that will see us expand further over the next two years and deliver an outstanding quality of education for the community.

We are currently recruiting exceptional teachers who want to be part of our journey of transformation. We want people who will share in our ethos and values and set a new standard of excellence and inspire young minds.

Much as we see our staff nurture the interests and talents of our students, we support the professional growth of our staff. You can expect the following unique benefits to enhance your working life:

1. Outer London Salary
2. State-of-the art facilities, including access to our new gym
3. Free onsite parking with electric charging points
4. Funded CPD courses including MAs and NPQs



5. Accredited training with recognised qualifications e.g. Outstanding Teachers Programme with Greenwich University
6. Staff CPD library and numerous opportunities to work across the Trust in one of our many working forums

This is an exciting opportunity for a diligent and self-motivated individual who can join our team as a high performing teacher. This post offers the opportunity to take a key role in the strategic direction of this new and growing school as well as being able to work with colleagues and shape provision across our Trust. The post holder will be making a strong contribution to promoting the school's high standards in all areas of school life.



ABOUT THE ROLE

Exams Officer

Based at Eden Park High School

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JOB DESCRIPTION

JOB TITLE: Exams Officer

CLOSING DATE: 08/07/2024 (midday)

SALARY NJC Scale 7 points 21-25

CONTRACT TYPE: Permanent

WORKING HOURS: 36 Hours, 44 weeks

LOCATION: Eden Park High School

REPORTING TO: Deputy Headteacher/ Head of School

JOB PURPOSE

MAIN DUTIES:

- Maintain effective communication with Exam Board personnel, school staff, students and parents ensuring that all queries and appeals are dealt with efficiently meeting required deadlines.
- Responsible for operating cost effectively within an Examination budget.
- Manage and where required build relationships with external Examination Boards.
- To liaise with Heads of Departments with regards to the relevant exam boards and syllabuses studied to examination level. To establish the number of entries at each tier and to process entries, predicted grades and coursework marks, and submitting entries so that Exam Boards receive correct student entries on time.
- Responsible for the publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes.
- Responsible for the preparation and distribution of exam timetables for Mock examinations, including the resolution of clashes.
- Access results of external examinations and manage the integration into the school MIS system.
- With the Deputy Head/ Data Manager to be responsible for the analysis of examinations and assessment data producing easily accessible information for teachers and learners
- Management of the conduct of all examinations ensuring that they meet with the regulations set out by the Joint Council for Qualifications (JCQ) covering all unitary exam bodies.
- To put in place the relevant examination policies for the school so that the examination system, rules, and regulations set by the awarding bodies and JCQ are clear to all members of staff in the school.
- Training of internal/ external invigilation.
- Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.
- Manage the examinations team and external invigilators.
- Support the SENDCo with applying to awarding bodies for access arrangements where required for candidates and ensuring they are seated appropriately.
- Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination, collected, and dispatched after the examination in accordance with the appropriate regulations.
- Preparation and organisation of examination materials, including managing the secure storage of examination papers.
- To issue to all students taking exams an information pack with all JCQ regulations and the schools' expectations of them, together with their examination timetable.



- Manage the checking and distribution of Examination results and certificates.
- Ensure all external and internal students have correct ULNs and UCI Numbers
- To support in building an efficient and accurate administrative team.
- To support the School's use of Arbor, 4Matrix and data across the School, developing the use to promote efficient and effective management of information within the School.
- Maintain a detailed working knowledge of all areas of Arbor.
- Maintain a clear understanding of the Data Protection Act and the implications that it has for managing School data.
- To support with the collation and production of reports.
- To cover Reception, greeting visitors and receiving telephone calls as required.
- To supply administrative support using Word, Excel, PowerPoint and Schoolcomms.
- To be involved in training/INSET activities as identified at annual review.

General Responsibilities

- Promote the school's values and ethos in accordance with the School's Professional Code.
- Identify personal training needs with line manager and work actively to develop professional expertise by participating in on-going professional development.
- Support the professional development of colleagues.
- To ensure that the personal knowledge base of your reviewees is in keeping with the school's needs.
- Comply with all School policies and the Staff Code of Conduct.



PERSON SPECIFICATION

Qualifications, experience and professional expertise:

- experience of working in a busy and demanding office environment
- have 5 GCSEs A*-C including Maths and English.
- excellent ICT skills, particularly Microsoft Office packages
- have experience of working with Arbor systems
- Have experience and knowledge of JCQ regulations
- Prior knowledge of exam systems in a similar setting would be desirable

Management skills

Ability to:

- work effectively within a team
- prioritise, plan and organise
- set high standards and provide a role model for students
- use ICT for efficient and effective management and administration
- deal sensitively with people and resolve conflicts
- seek advice and support when necessary

Decision-making skills:

Ability to:

- think creatively and imaginatively to anticipate and solve problems and identify problems
- demonstrate good judgement

Communication skills

Ability to:

- communicate effectively in person, on the telephone and in writing to a range of audiences
- negotiate and consult fairly and effectively
- manage good communication systems

Self-management skills

Ability to:

- prioritise and manage own time effectively
- work under pressure and to deadlines
- achieve challenging professional goals
- take responsibility for own professional development

Personal qualities and attitudes:

- a commitment to comprehensive education
- evident enjoyment in working with young people
- ability to inspire confidence in staff, students and parents



- determination to succeed and the highest possible expectations of self and others
- adaptability to changing circumstances and new ideas
- ability to manage and overcome setbacks
- reliability, integrity confidentiality and stamina
- personal ambition and potential for further promotion
- an excellent record of attendance and punctuality

Code of Practice on English Language Requirements

Ability to:

- speak with confidence and accuracy, using accurate sentence structures and vocabulary.
- listen to stake holders and understand their needs.

Eden Park High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



HOW TO APPLY

Education for the 21st Century is committed to developing exceptional teams to work with our communities. We invest heavily in talent and aim to provide rewarding careers and clear progression pathways.

To apply please complete the application and equal opportunities monitoring forms via My New Term [here](#)

PROCESS TIMELINE

Closing Date and Time: 08/07/24 (midday)

Interviews: w/c 8 July 2024

For more information or to arrange a visit to the School, please contact Carina Cowper

*We reserve the right to this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

We look forward to hearing from you.

Education for the 21st Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21st Century is fully committed to equality and to valuing diversity as an employer and a provider of education.





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