Tettenhall College

Data Manager & Examinations Officer

Information for applicants

Welcome to Tettenhall College

Founded in 1863 by a local industrialist, Tettenhall College is an independent, co-educational day and boarding school providing continuous, quality education for children aged from 2 to 18 years. The School currently has 400 pupils, the majority of whom are drawn from across the Midlands, but also includes a vibrant boarding community made up of pupils from over 15 countries worldwide.

The School stands in 30 acres of stunning grounds and woodland situated in the picturesque village of Tettenhall, on the outskirts of the city of Wolverhampton.

Our pupils are known for their positive approach, their appreciation of the staff, of their School and of their fellow pupils, their motivation to learn and their whole-hearted commitment to every aspect of school life. Tettenhall College, in turn, is committed to providing an outstanding personalised education, combining strong academic standards and a wide range of extra-curricular activities.

Academic results are consistently high. Pupils achieve very good GCSE and A Levels. The vast majority of Sixth Form leavers choose to go on to university with many selecting Russell Group institutions and a few each year opting for prestigious international options or competitive, sought-after apprenticeships with major companies. Beyond the classroom, pupils have the opportunity to participate in a wide range of sporting, performance and co-curricular activities, as well as being encouraged to engage in adventure and charitable causes.

The School is an active member of the Society of Heads, the Independent Schools Association and the Boarding Schools Association.

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Working with us

The School combines the best of modern teaching and facilities with the heritage and values of a traditional educational establishment – both in its physical setting and in its ethos. A substantial, recently completed investment programme has created outstanding facilities for the next era of Tettenhall College: modern en-suite study-bedrooms, a state of the art Study Centre, a new Sixth Form Common Room, a library, a multi-purpose all-weather sports facility and squash courts. These investments complement the already impressive facilities of the Victorian 'Towers Theatre'; a charming Victorian indoor heated swimming pool; extensive sports fields and modern IT facilities. A high grade investment in the School's largest boarding house is currently underway.

This commitment to providing the very best facilities is matched by the energy and passion of our inspirational, committed staff who strive to inspire and ensure that all pupils fulfil their personal best. Small class sizes throughout the School ensure individual attention for each pupil with emphasis on the development of the individual. This supportive environment has resulted in the School's excellent reputation for pastoral care – confirmed by a recently awarded Well-Being Award. Support of those pupils who have additional learning needs, including EAL, is a critical element of the School's offering.

This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the Midlands' leading independent schools and is progressing rapidly towards its goal of becoming one of the best small independent schools in the UK.


> *The well-being of all our staff is of particular importance*

The well-being of all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment.

Staff are entitled to a remission on their children's fees and we encourage all staff to look outwards and focus on continuous professional development.
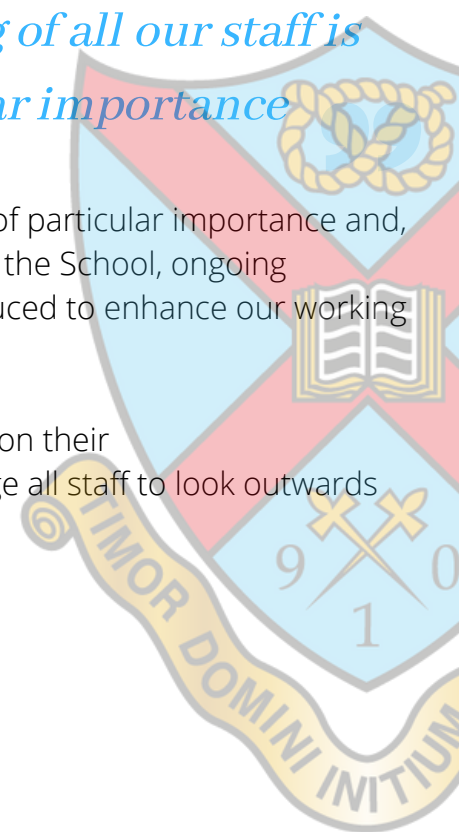
Our Mission, Vision & Values

The cornerstone of our community is our vision to be the school of choice for outstanding personalised education, inspiring every pupil to excel academically and beyond. Our mission is to nurture our pupils to achieve their full potential and discover their unique talents in an educational setting where they will thrive and be happy. Our exceptional staff motivate pupils to embrace challenge, giving them the best preparation for life and personal success.

Ambition

We strive for excellence in every aspect of our work and have high aspirations for our pupils. We encourage resilience by embracing mistakes as learning opportunities.

Opportunity

We foster self-belief. We provide academic challenge, personalised support and a breadth of learning opportunities

Creativity

We have the freedom to adapt our education to find the most effective way to meet our pupils' needs. We recognise that nurturing creativity is vital in today's world.

Community

We have a safe and secure family environment throughout our School. We look to promote our shared values and respect for each other. We equally want pupils to look outwards, act responsibly and become valued global citizens.

Character

We cultivate emotional intelligence, well-being and self respect and encourage support for each other. We lead by example to promote healthy and balanced lifestyles.

TIMOR DOMINI INITIUM SAPIENTIAE

> *Our mission is to nurture our pupils to achieve their full potential and discover their unique talents*

Data Manager Responsibilties

- Development and operational oversight of the College wide educational management information systems, whilst the reporting line is to the Head of IT Systems
- Supporting all staff in their use of the Management Information Systems (MIS)
- Completing the necessary preparation for each academic year, including rollover, importing new users, timetable, sets, calendar, and event and meeting data
- Importing and exporting data as required between systems, including the timetable.
- Completing the annual ISI and DfE Census returns
- Reviewing and the development of policies that meet ISI and statutory requirements
- Liaising with the iSAMS development team to improve and customise the iSAMS product, in line with the future aspirations of the College
- Implementing new features and integrating and exploring the use of any currently unused features in iSAMS if deemed beneficial to the operation of the College.
- Ensuring the integrity of the data stored within iSAMS and, in conjunction with the IT Services department, assist with any parental, staff and student issues.
- Contribute to the training of staff in the use of data systems, in use by the College
- Have a strategic oversight and ability to analyse College data and timetables
- Produce reports monitoring students' attainment and progress data using analytical programmes and custom reports for the College
- Working with Subject Leaders across the College in the creation of department mark books.
- Create and distribute reports using Portals.

Exams Officer Responsibilities

- Lead and manage external and internal examinations throughout the academic year (this may involve occasional Saturdays for English as additional Language examinations or specific University entrance examinations).
- To keep abreast of developments in education and the corresponding changes in qualifications and assessment; to ensure that the conduct and running of all external examinations complies with the regulations set out by the Joint Council for Qualifications (JCQ) as well as school procedures
- To provide training to invigilators
- To liaise with the facilities team to ensure that the facilities for pupils undertaking examinations are of the highest possible standard
- To liaise with the awarding bodies to ensure that pupils receive any special consideration due to them together with allowances for prevailing circumstances
- Manage the submission of all coursework, examination entries and estimated grades required by awarding bodies, ensuring correct student samples are dispatched on time
- Download and disseminate examination results
- Manage remarks, access to scripts and re-sits
- Manage the packing and dispatch of all examination papers
- To assist the Assistant Head (Academic) in the timetabling of examinations
- To create and distribute examination, rooming and invigilation timetables to pupils and staff
- Communicate effectively with staff, parents, students and examination boards to ensure the smooth running of the examinations system
- Liaise with school leadership to establish best working practices and policies covering organisation of examinations and mandatory reporting requirements.

- Manage and organise invigilators including recruitment, training and reviews and for organising support staff allocation to all SEN students requiring special examination arrangements
- Liaise with staff, parents and students to process special consideration requests and to deal with any queries or complaints relating to examination entries, conduct of examinations and coursework/controlled assessments.
- To undertake any other duties as requested by the line manager;

Person Specification

	ESSENTIAL	DESIRABLE
Experience:	• Management of data systems and data analysis. • Lead and manage external and internal examinations. • Effective Management of small teams of people to good effect.	• Experience in the Education sector.
Skills/ Abilities:	• Capacity to meet deadlines. • Confident in the use of data management systems for both data management AND analysis. • Ability to present data in a coherent form to leaders. • Calm under pressure • Ability to prioritise and coordinate work across a team of people.	• Experience of supporting staff in to analysing and presenting data.
Specialist Knowledge:	• Outstanding ability in the use Advanced understanding of Excel and other Microsoft packages. • Excellent attention to details with an ability to problem solve.	• Knowledge of examination/ data systems. • Advanced knowledge of a schools management information system (iSAMS) would be advantageous. • Knowledge of school ISI/DFE frameworks requiring data.

Person Specification

Experience & Training:	• At least 5 GCSEs or equivalent (including English and Maths) • Evidence of Further Education qualifications.
Other requirements:	• Commitment to continuous professional development. • Willing to work flexibly to meet the needs of the school. • Further education relating to data

How to Apply

Closing date: Monday 1st November at 9am

Interview: w.c. 8th November 2021

Salary: £22,665 pro-rata (39 weeks)

Hours: 8.30am - 4.30pm Monday - Friday

Term time contract plus four weeks including INSET days, in addition two weeks will be in August during GCSE and A Level Results weeks. Please note that some degree of flexibility with working hours will be needed during the examination periods.

To apply, please complete an employment application form and return to head@tettcoll.co.uk

Tettenhall College is committed to safeguarding and protecting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.

Please note that we will take up references provided in your application form prior to interview.

Full details of the School's safeguarding policies and procedures are available on the School website: www.tettenhallcollege.co.uk

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