



KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are simple, we aim to provide all pupils with:

- Inspiring Futures
- Academic Excellence
- Exceptional Character

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking, and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. Our school support team is at the heart of all school operations and provides an exceptional and invaluable service to the whole school.

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where our staff thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will need:

- Excellent administrative and organisational skills
- Effective oral communication and presentation skills
- Great interpersonal skills and be able to develop good working relationships with internal and external stakeholders
- A high level of personal integrity and confidentiality
- Someone who is totally aligned with our values and mission. If you are the type of person who fits with our culture, you will love working here.





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Job title: Pupil Support Examinations Co-Ordinator

Required: January 2024

Salary: Grade D £25628.00 - £28326.00 FTE (£21990.80 - £24305.89 actual if 37 hours p/w)

Hours: 30 – 37 hours, 39 weeks (term time only)

We are looking for an enthusiastic and highly organised Pupil Support Examinations Co-Ordinator to join our excellent Pupil Support Department. You will provide logistical and administrative support to the Pupil Support Department in relation to examinations (internal and external) and support with access arrangements.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our Pupil Support leaders and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

For further information and to apply for this position, please visit our website at www.kings-winchester.hants.sch.uk

Please submit your application to, recruit@kings-winchester.hants.sch.uk

Closing Date: Midday, Friday 24th November 2023

Interview Date: Week commencing 27th November 2023

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description

Job purpose, including main duties and responsibilities:

Exams:

- Creation of a concessions timetable for KS3 and KS4 exams. This includes liaising with class teachers to ascertain when exams are being completed, collation of papers, booking rooms, organising staffing and communicating this to the Pupil Support team
- Liaison with the Exams Officer regarding facilitation and invigilation of access arrangement candidates in exams
- Liaison with the Exams Officer and teaching staff in internal exams regarding the need for modified papers
- Ensure cover sheets, where these are required, are completed for GCSE exams
- Liaison with the SENCO to ensure that exam information (JCQ information for candidates documents, individual exam timetable, information about Access Arrangements etc.) is provided to all students and adapted where this may be required
- Liaison with IT during exam periods to ensure that laptops used meet JCQ criteria
- Provide training for all staff supporting in exams (LSAs) and provide key information about pupil needs and Access Arrangements to invigilators
- Undertake JCQ/exam board training annually to understand changes for each academic year
- Support the Exams Officer to maintain the security of the exam papers and isolate pupils with exam clashes

Access Arrangements:

- Identification of pupils to be considered for access arrangements from evidence collated and pass this onto KS4 SENCO and Access Arrangements Assessor
- Issue letters to parents of students who require Access Arrangements testing as identified by SENCOs
- Completion of Pupil Questionnaires and Data Protection forms with identified pupils
- Completion of Lucid Screener with identified pupils. Save the reports in the Pupil Support shared area and alert the SENCOs that this has happened
- Communicate effectively with the Exams Access Arrangements Assessor and SENCOs about Access Arrangements
- Provide all staff with an updated list of concessions via the SEND Tile
- Communicate changes to the concessions lists via the Staff Bulletin
- Monitoring and tracking information pertinent to Access Arrangements on the spreadsheets created for Years 7-11. This will include updating information from SEND referrals, screeners and SENCO information
- Monitoring and tracking the use of exams concessions following exams and at data drops and Overlap meetings including collation of exams papers, sending out emails and SEND referrals
- Collation of evidence required to support examinations concessions (e.g. copies of exams and assessments and completed yellow forms)
- Setting up Form 8s for identified pupils
- Provide training for staff who are facilitating access arrangements on pupil needs.
- Provides relevant concessions information to colleges





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- Responsibility for issuing, monitoring and tracking the use of laptops. This will include drafting a letter to parents outlining the provision, monitoring the condition of laptops and providing support to pupils on how to save work and use Claro Read
- Observation of students who may require concessions
- Advice and guidance to students on how to use their concessions in conjunction with class teachers, SENCOs and Access Arrangements Assessor

Other

- Assist with administration of CATS for new students (Year 7 and 'in year' admissions) including registering new pupils, arranging rooms and completing new pupil forms for distribution to the pastoral and SEND teams
- Send out SEND referrals via Microsoft Forms following SENCO request, chasing responses from class teachers and saving the responses in the Pupil Support area.
- Provide scribing/exam support to students who do not receive LSA support in lesson
- Undertake other reasonable duties related to the day-to-day administration of the school as requested by the Headteacher
- Regularly review own practice, set personal targets, and take responsibility for your own personal development

Accountability

- To uphold and develop our school ethos in which everyone works collaboratively, shares knowledge and understanding, celebrates success and accepts responsibility for outcomes
- Reflect on personal contributions to school performance and professional growth and take account of feedback from others





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Person Specification

A Qualifications	
Good standard of general education including Numeracy, Literacy and ICT Skills	A
Evidence of an understanding of safeguarding within Schools	A
B Knowledge and Experience	
An understanding of the importance of confidentiality and the Data Protection Act	A/I
An understanding of exams process is desirable but not essential	A/I
Ability to build strong collaborative relationships with internal and external stakeholders	I/R
Use of IT applications including word processing, spreadsheets to compile reports	A/I/R
Excellent oral and written communication	A/I
Good time management and able to prioritise work effectively	A/I/R
Motivated and adaptable to workload levels	A/I/R
Able to operate effectively as a member of a team and with minimum supervision	A/I/R
Highly dependable, trustworthy and be able to meet deadlines	A/I/R
Self-motivated and flexible to meet peaks and flows of workloads	I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values:	A/I/R
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply.

