



**DUKE'S**  
ALDRIDGE ACADEMY

# APPLICATION PACK

<b>POST OF</b>	Exam & Cover Officer
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DETAILS ABOUT THE POST	
<b>GRADE</b>	Scale SO1 SP23 £31,122 – SP25 £32,112 FTE. Term time + 1 week pro rata £25,864 - £26,686
<b>TYPE OF POST</b>	Support permanent
<b>START DATE</b>	1 <sup>st</sup> September 2022
<b>REASON FOR VACANCY</b>	Establishment needs

INFORMATION PROCESS	
<b>CLOSING DATE</b>	Friday, 1 <sup>st</sup> July 2022
<b>INTERVIEW DATE</b>	w/c Monday, 4 <sup>th</sup> July 2022
<b>INTERVIEW PANEL</b>	Principal, A N Other and HR

EMPLOYMENT CHECKS REQUIRED
<ul style="list-style-type: none"><li>• Completed application form</li><li>• Employment history including explanation of any gaps</li><li>• Proof of academic and professional qualifications</li><li>• Receipt of two professional references</li><li>• Enhanced DBS. Overseas criminal records check (if appropriate)</li><li>• Prohibition from teaching check</li><li>• Right to work in the UK</li><li>• Health check</li></ul>

## **Contents:**

1. Principal's Letter to Candidates
2. Our Mission, Vision and Values
3. Safeguarding Strategy Statement
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5. Job Description
6. Person Specification
7. How to Apply / Process of Selection



June 2022

Dear Applicant,

**RE: Exams & Cover Officer**

Thank you for expressing interest in the above vacancy we have here at Duke's Aldridge Academy.

Please find below a link to the application form and information about the post. I hope this provides the information that you need in order to decide whether to apply. If you would like any further information, do please contact Lara Burton, Data Manager on 0208 801 0091 or [lbr@dukesacademy.org](mailto:lbr@dukesacademy.org)

The academy enjoys a rich mix of culturally diverse students drawn from one of London's most ethnically vibrant wards. This socio-economic profile shields a positive and vital aspect of our academy's community. The academy's specialism is for the arts (English, Media and Art). The academy is fully integrated with the secondary base of the Vale Special Academy for children with physical disabilities and complex needs which share the campus and buildings.

Duke's Aldridge Academy is a member of the Aldridge Education family of academies. The link to the website is as follows: <http://aldridgeeducation.org/>

Duke's Aldridge Academy (formerly Northumberland Park Community School) was judged as 'good' in its last Ofsted inspection in November 2019. We have set ourselves the goal of moving from being good to being outstanding in all aspects.

Duke's Aldridge Academy places teaching and learning at the heart of everything we do and continuously supports and trains its teachers to become excellent. The academy has achieved a dramatic improvement in achievement over the past few years, breaking through the presumptions that social deprivation limits attainment. We intend to continue to raise achievement beyond national averages and that of academies whose children and families are in more fortunate circumstances, as for our children more than others, education and achievement is a vital basis for their future life chances.

When staff, students and families walk through our gates and onto our site, they belong to the Duke's Aldridge Academy. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the academy environment are safe spaces where nobody is judged and everyone is valued. Our ethos, driven by our commitment to Duke's values, is built on inclusion and our dedication to care for each member of our community as an individual. We put learning and learners first in every decision we make. We are proud of our academy and committed to supporting all staff and students to "be the best you can be".

Once appointed, we expect that all staff will continue with their professional development which emphasises teamwork and the sharing of good practice. Our programmes for trainees and NQTs are particularly strong and have been highly praised by HMI. Staff are valued highly, moral is high and there is strong recognition that all play an important role to enable our academy to succeed.

In completing your application please note the details of the application process and the closing date in the pack. If you have not heard from us by the interview date stated in the applicant's information sheet, I am sorry to say that your application will have been unsuccessful on this occasion.

If you feel that you have the necessary skills and commitment to work at Duke's and relish the opportunity to contribute and make a difference then I look forward to hearing from you.

Yours sincerely,



Monica Duncan  
**Principal**

**Additional information about our academy can be found on the academy's website: [www.dukesacademy.org.uk](http://www.dukesacademy.org.uk)**

## Our Mission

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Inspire to Excel

## Our Vision

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Duke's Aldridge Academy provides an outstanding education within a vibrant community where the expectation is to excel. For each individual we promote achievement, success, strength of character, tolerance and a love for learning. We provide the support, challenge and breadth of experience which ensure our students become creative, resilient and successful adults.

## Our Values

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We are a values-driven organisation with a commitment to non-selective, inclusive schools providing children and young people with an exceptional educational experience.

### **We value:**

- our students, their potential, their contributions and their aspirations
- the community we serve and its right to locally provided, high quality education
- the cultural diversity and richness of our community within the context of British Values
- academic rigour at all stages to create a learning environment that provides challenge, engagement and achievement
- respect, fairness, courtesy and the right to equality of opportunity as the entitlement of each member of the academy community
- 'professional integrity' and transparency
- our staff and their right to professional development and growth

# SAFEGUARDING STRATEGY STATEMENT

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Duke's Aldridge Academy Safeguarding Strategy forms a fundamental part of our approach to providing excellent pastoral care to all students. We believe that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse.

The objective of the Safeguarding Strategy is to help keep our students safe by providing a safe environment for them and to educate them about keeping themselves safe.

The Safeguarding Strategy consists of:

1. Adridge Education Trust Safeguarding Policy
2. Duke's Aldridge Academy Procedures
3. Training to equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of students

The Safeguarding Strategy provides a clear framework within which individual academies will develop systems and local procedures to:

- Prevent unsuitable people working with children
- Identify students who are at risk of, and/or are likely to suffer significant harm and take appropriate action with the aim of making sure they are safe
- Record and share information appropriately
- Respond to allegations against staff and volunteers
- Promote safe practice and challenge poor and unsafe practice

Adherence to the Duke's Aldridge Academy Safeguarding Strategy is mandatory for **all** staff and volunteers.

We recognise that Safeguarding covers much more than child protection and so this strategy will operate in conjunction with related policies and procedures, such as effective whole academy policies on: health and safety, anti-bullying, behaviour management, IT and academy security.

Our approach to safeguarding is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about students likely to suffer significant harm to the child protection agencies.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our academy.

**September 2019**

# Inspection of a good school: Duke's Aldridge

Trulock Road, Tottenham, London N17 0PG

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Inspection dates:

5–6 November 2019

## **Outcome**

Duke's Aldridge Academy continues to be a good school.

## **What is it like to attend this school?**

Pupils, parents and carers, staff and governors work together to provide a safe and nurturing environment in the school. Everyone is 'inspired to excel'. Pupils are proud of their school. They like coming to school and appreciate the support and encouragement they receive.

Pupils behave well in lessons because teachers plan interesting activities and provide individual support. Teachers constantly check pupils' understanding, which helps keep pupils focused. Pupils told me that 'teachers encourage you to learn and want you to learn'. Pupils achieve particularly well in English, mathematics, science, modern foreign languages and humanities, which make up the EBacc qualification.

The headteacher and her committed staff have high expectations that pupils will succeed in every area of their lives, as well as academically. An example of this is the help given to pupils who join after the start of the school year, often with little knowledge of English. The school ensures that all pupils leave with qualifications in English and mathematics.

Pupils said that they feel safe at school and on their journeys to and from school. Pupils value staff supervision outside school at the end of the day. Pupils state that bullying is not a problem at school. If it did occur, they know who to talk to and said that it would be dealt with quickly.

## **What does the school do well and what does it need to do better?**

Leaders ensure that there are well-designed plans for how each subject should be taught. Pupils are motivated to learn because teachers challenge and support them. Teachers use resources and thoughtful questioning to help pupils understand new ideas. Pupils stated that during lessons 'everyone was willing to learn'. Pupils' behaviour rarely disrupts learning.

Subject plans ensure that pupils know more and remember more. The plans show how pupils can apply their knowledge to different situations. For example, Year 11 pupils told us how the science experiments they had carried out in Year 10 helped them with this term's work. In a few subjects, such as English, leaders' plans are not carried out as successfully. Leaders have organised appropriate training and support to make the necessary improvements.

Leaders have not ensured that pupils have access to the full range of national curriculum subjects during Years 7 to 9. Leaders have recently reviewed this. They are putting plans in place so that all pupils study a broad range of subjects for as long as possible. A small proportion of pupils gain qualifications in the full range of EBacc subjects. However, the number of pupils studying humanities subjects and a modern foreign language in Years 9 and 10 is increasing.

Leaders are ambitious for pupils with special educational needs and/or disabilities (SEND). Most pupils with SEND follow the school's usual curriculum. Leaders identify pupils' needs accurately and check on their achievement. This means that pupils receive appropriate and timely support. Teachers receive the right information and training to help pupils with SEND to succeed.

Leaders and staff provide many opportunities for pupils to develop their character. Pupils told us about the valuable support they receive. For example, Year 7 pupils enjoy working with mentors discussing the move from primary to secondary school. Year 10 pupils told us how their work experience helped them to be more confident and ambitious. They said that it gave them the courage to seek further employment. Pupils explained how they add to the wall in 'purple lane'. This is a space which hosts events that support the many diverse aspects of life, such as LGBT. The wall displays the results of pupils' reflections and their inclusive attitudes.

Pupils' attendance is currently below the national average. Leaders support pupils to improve their attendance. They do this by involving pupils in programmes such as 'hit my target', by tracking attendance and asking for support from other agencies.

We noticed how respectful staff and pupils are towards each other. Pupils said that everyone was friendly and that during breaktimes the playground was 'tension-free'.

## **Safeguarding**

The arrangements for safeguarding are effective.

Pupils, staff, parents and governors all agree that the school is a safe place to be. Staff are well trained and are aware of current safeguarding rules and regulations. Staff and pupils know how to report concerns. Leaders act straightaway to keep pupils safe.

Staff work with families when their children's attendance is low. They work with the local authority and other organisations to keep pupils safe.

Pupils are taught how to keep themselves safe online and out and about. For example, Year 7 watched a theatre presentation on road safety. Pupils told us it was a useful reminder about the dangers of using mobile phones as they cross roads.

## **What does the school need to do to improve?**

### **(Information for the school and appropriate authority)**

- Pupils do not achieve as well in a few subjects as they do in most. Leaders should continue their work to ensure that their plans for how subjects, such as English, should be taught are put into practice.
- Leaders should act on the findings of their curriculum review for key stage 3, so that pupils study a broad range of subjects for as long as possible.
- Some pupils need to attend school more regularly. Leaders need to continue their focus on reducing persistent absence and on increasing attendance. The newly introduced attendance monitoring system will support the work of leaders in this area.
- The school's curriculum is not sufficiently broad in Years 7 to 9. However, it is clear from the actions that leaders have already taken to plan next year's curriculum and the training staff are receiving that they are in the process of bringing this about.

## **Background**

When we have judged a school to be good we will then normally go into the school about once every four years to confirm that the school remains good. This is called a section 8 inspection of a good school or non-exempt outstanding school. We do not give graded judgements on a section 8 inspection. However, if we find some evidence that the school could now be better than good or that standards may be declining, then the next inspection will be a section 5 inspection. Usually this is within one to two years of the date of the section 8 inspection. If we have serious concerns about safeguarding, behaviour or the quality of education, we will convert the section 8 inspection to a section 5 inspection immediately.

This is the second section 8 inspection since we judged the predecessor school, Northumberland Park Community School, to be good on 18–19 January 2012.

## **How can I feed back my views?**

You can use [Ofsted Parent View](#) to give Ofsted your opinion on your child's school, or to find out what other parents and carers think. We use Ofsted Parent View information when deciding which schools to inspect, when to inspect them and as part of their inspection.

The Department for Education has further [guidance](#) on how to complain about a school.

If you are not happy with the inspection or the report, you can [complain to Ofsted](#).

## Further information

You can search for [published performance information](#) about the school.

In the report, '[disadvantaged pupils](#)' refers to those pupils who attract government pupil premium funding: pupils claiming free school meals at any point in the last six years and pupils in care or who left care through adoption or another formal route.

## School details

<b>Unique reference number</b>	144900
<b>Local authority</b>	Haringey
<b>Inspection number</b>	10124650
<b>Type of school</b>	Secondary
<b>School category</b>	Academy converter
<b>Age range of pupils</b>	11 to 16
<b>Gender of pupils</b>	Mixed
<b>Number of pupils on the school roll</b>	1019
<b>Appropriate authority</b>	Board of trustees
<b>Chair of governing body</b>	Malcom Weston
<b>Principal</b>	Monica Duncan
<b>Website</b>	<a href="http://www.dukesacademy.org.uk">www.dukesacademy.org.uk</a>
<b>Date of previous inspection</b>	Not previously inspected

## Information about this school

- Northumberland Park Community School converted to become an academy school on 1 September 2017. When its predecessor school, Northumberland Park Community School, was last inspected by Ofsted, it was judged to be good overall.
- The school does not currently send any of its pupils to alternative provision.

## Information about this inspection

- We carried out this inspection under section 8 of the Education Act 2005. Inspectors held meetings with the headteacher, senior and subject leaders, the chief executive officer of the multi-academy trust, and governors.
- On the first day of the inspection, we did deep dives in these subjects: English, science, mathematics, geography and history. In each subject, we met with subject leaders, talked to pupils, visited lessons, spoke to teachers and looked at pupils' work.
- We considered the views of staff from two meetings with groups of staff and feedback from the Ofsted staff questionnaire.

- Inspectors reviewed safeguarding records, including the central record of recruitment checks on staff and two external review reports.
- Inspectors considered the views of 48 parents who responded to the Ofsted parental questionnaire.

### **Inspection team**

Hayley Follett, lead inspector

Ofsted Inspector

Ian Morris

Ofsted Inspector

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**DUKE'S**  
ALDRIDGE ACADEMY

**JOB DESCRIPTION:** Examinations and Cover Officer

<b>Post Title:</b>	Examinations and Cover Officer
<b>Location:</b>	Duke's Aldridge Academy
<b>Hours</b>	35 hours per week, 39 weeks per year (term time plus 1 week) (7am – 2:30pm)
<b>Reporting to:</b>	Data Manager
<b>Salary:</b>	Scale SO1 SP23 £31,122 – SP25 £32,112 FTE. Term time + 1 week pro rata £25,864 - £26,686

## Duties & Responsibilities

### Examinations

- Liaising with the Senior Leadership Team, Key Curriculum Leaders and other relevant staff regarding examination entries, coursework, and assessment procedures and protocols, and ensuring the smooth running of the examination cycle at all key stages for both internal and external exams.
- Creating exams schedules for internal and external exams
- Downloading all relevant base data (exam boards) into SIMs Exams Management System
- Liaising with Senior Leadership Team (Data & timetabling to discuss deadlines and other exam related issues
- Ensuring that all required information, including that for external candidates, is obtained and submitted accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests, and assessment data. Keep up to date with all JCQ rules and regulations and deadlines
- Dealing with post results enquiries, processing and communicating this to departments and parents/carers
- All aspects of the conduct of both public and internal examinations as per examination board requirements and school policies and procedures
- Providing SLT with exams schedules, updating the school website and other systems
- The processing and issuing of examination results in line with examination board requirements and school policies and procedures
- The line management of all examination invigilators including their induction, training, timesheets, rotas, etc.
- Liaising with the SEN Administrator to organise access arrangements for all students who have special education needs for exams and make application to the JCQ for these arrangements
- To keep up to date records and procedures for JCQ onsite inspection

## **Operational**

- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- To organise public and internal examinations including individual timetables for student, hall/room and invigilation requirements
- Organise CAT and reading tests for all students
- To co-ordinate invigilation for school and public examinations as required
- To ensure that examination papers and documentation are securely stored as per examination board requirements
- To liaise with examination boards and relevant staff in relation to internal assessments, examination timetable clashes and special requirements for SEN students
- To liaise with and follow up with Key Curriculum Leaders and relevant staff to ensure coursework, examination entries and other requests/changes are submitted within set deadlines
- To set up exam venues as per examination board requirements
- To co-ordinate the posting of coursework and examination papers
- To co-ordinate access arrangements with SEN Administrator for all internal and external exams
- To co-ordinate exam certificates and arrange for them to reach students either in person or by posting
- To be available to assist the Admissions Officer with overflow workload where needed
- To maintain and update information held on school database systems relating to assessment and examinations
- To provide instructions and/or assist teachers in relation to examination entries, internal assessments and assessment data requirements
- To set up and maintain archive files and historical data relating to assessment and examination results
- To input examination entries and results into school database systems as required
- To co-ordinate the collection, entry and extraction of data required to ensure statutory returns, which are relevant to the area, are completed accurately and within deadlines
- To liaise with other schools in order to follow up missing data
- To provide training for staff relating to assessment and examination processes and protocols, and create instruction manuals to be used by staff

- To be available on results days in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures
- To ensure that data protection regulations are complied with and maintained
- To design user friendly reports to meet the needs of the school in relation to assessment and examinations
- To establish, in liaison with your Line Manager, contingency plans in case of emergencies including power cuts, adverse weather conditions, transport strikes
- To contribute to the evaluation and development of assessment and examinations within the school and make recommendations to your Line Manager and the Senior Leadership Team
- To report technical faults relating to the school database system and equipment to the ICT Manager following school reporting procedures, and to track progress of resolutions
- To liaise with the Finance Officer on the payment of examination fees according to the school's charging policy
- To liaise with Site Staff to ensure that halls and rooms are available, and desks and chairs set out as required
- To be flexible in busy periods during exam time especially between April to the beginning of July
- To prepare and liaise with SLT regarding results day and enrolment

### **Cover Administration**

- To effectively manage the day to day cover in school, whilst ensuring best value in the procurement of agency services
- To manage both planned and daily cover in accordance with the School's policy (Rarely Cover), and the 'Safeguarding' requirements and keep the diary of planned absence, e.g., training courses, and liaise with SLT regarding planned absences
- To liaise with supply agencies to recruit high quality supply staff, using the School's preferred agencies and ensuring best value
- To effectively utilise the cover resources (e.g., cover supervisors) of the school for all teaching staff absences and to inform relevant staff of any changes to the cover list
- To take responsibility in the induction of supply teachers
- To receive communication from teachers and classroom-based staff regarding their absence
- Provide all necessary reports to Senior Leadership including monthly absence reports
- To receive, record and deal with requests for rooms and room changes.

**EQUAL OPPORTUNITIES:**

Demonstrate and share in the academy's commitment to equality and inclusivity.

**SAFEGUARDING:**

It is the post holder's responsibility to promote and safeguard the welfare of children and young people with whom he/she comes into contact and to adhere to and ensure compliance with the Academy's Safeguarding and Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safeguarding or welfare of children in the academy she/he must report any concerns to her/his Line Manager or the Academy's Designated Safeguarding Lead (DSL).

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

Disclosure level - Enhanced DBS with Children's Barred List Check

**HEALTH AND SAFETY:**

Be aware of the responsibility for Personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Cooperate with the employer on all issues to do with Health, Safety and Welfare and fully comply with the Health and Safety Policy of the academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work commensurate with its level of responsibility that is not specified in this job description.

**Development and Review of Job Description:**

Reviewers: Principal, HR.

This job description may be amended at any time following discussion between the Principal and post holder.

## Exams & Cover Officer

### Personal Specification

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Good general standard of education with qualifications to at least 'A' level standard or equivalent	Degree level qualification
<b>Experience</b>	<p>Experience of working in an office and data driven environment</p> <p>Experience of compliance with the requirements of regulatory bodies</p>	<p>Experience of working in a school environment</p> <p>Experience of working with young people</p> <p>Experience of examination administration or organisation</p>
<b>Knowledge</b>		<p>Knowledge of understanding of secondary school procedures</p> <p>Knowledge of examinations regulations or procedures</p>

<p><b>Skills &amp; Abilities</b></p>	<p>ICT skills (Intermediate Word, Excel, Microsoft Outlook, PowerPoint)</p> <p>Good analytical and numerical ability</p> <p>Excellent written and oral communication skills</p> <p>Good communication and interpersonal skills – working with staff, students and parents/carers</p> <p>High level of personal organisation, and the ability to work without supervision</p> <p>Calm, confident attitude</p> <p>Smart appearance</p> <p>Ability to adapt quickly to different situations and a good level of common sense</p> <p>Ability to work in a team and on your own</p> <p>Experience of dealing with confidential issues</p>	<p>Knowledge of SIMs or Bromcom</p>
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# HOW TO APPLY / PROCESS OF SELECTION

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If after reading the details you would like to apply for this post, please:

1. Complete the application form in full online via the Trust's People HR Applicant Tracking System <http://aldridgeeducation.peoplehr.net/Pages/JobBoard/Opening.aspx?v=4a92d659-2d27-4420-997d-085f30832296>
2. DBS declaration **must** be completed and returned
3. Interviews are planned for: **w/c Monday, 4<sup>th</sup> July 2022**

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## Completing the application

Candidates are asked to complete all the standard information required on the application form and to submit a support statement addressing the job requirements.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescale set. In all cases two professional references are required.

## Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current requirements relating to child protection, this will include an enhanced DBS check.

## Feedback

Please note that we do not confirm receipt of applications.

## Selection process

Candidates who are shortlisted will be contact and invited in to participate in the selection process. We do not inform candidates if they have not been shortlisted.

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We look forward to receiving your application.