

## Capital City College Group Job Description and Person Specification

---

<b>Post:</b>	Assistant Director of Examinations
<b>Contract:</b>	Permanent
<b>Hours:</b>	35 hours per week
<b>Reporting to:</b>	Director of Management Information Systems
<b>Responsible for:</b>	The examination team comprising of; 3 x Examinations Managers 3 x Deputy Examinations Managers 7 x Examination Officers 3 x Examination Assistants A pool of hourly paid invigilators
<b>Salary:</b>	£60 - £65,000 per annum

---

### Key Purpose

To provide strategic leadership for the Group on examinations and manage the Group examinations team.

The Assistant Director of Examinations is a significant role within the group. It will provide leadership and strategic direction to the group on all aspects of examinations, and be accountable for the overall management of examinations, and all examination related areas, across the colleges and the training company.

### Main Duties and Responsibilities

1. Provide a strategic lead on examinations, developing and implementing a group-wide examination strategy, leading on exam centre planning, developing strong relationships with Awarding Organisations and other stakeholders, and providing advice to GLT.
2. Oversee the implementation of an annual programme of exams with clear timelines, fully planned and managed group-wide, agreed with the colleges and CCCT, and communicated appropriately to staff and learners.
3. Continuously improve the examinations service, by the harmonisation and automation of processes, a strong regime of service standards and comprehensive internal audits and quality assurance.
4. Be accountable to the Group for the accreditation process, the accuracy and integrity of exam results, timely exam entry and results submissions, learner certification and recording of results on college systems.

5. Lead on the preparation of policies relating to exams, ensuring these support the needs of the Group and the Awarding Organisations and are properly documented and understood across the Group.
6. To oversee the management of examination records; ensuring data is collected, collated, and maintained in a timely manner and accordance with all the rules and regulations of the Awarding Organisations; and that personal data is properly protected.
7. Ensure the validity, accuracy, and completeness of examination data through regular testing, audit, and validation of data with relevant staff, ensuring that errors are investigated, rectified and that appropriate steps are taken to ensure that they do not recur.
8. Ensure the Group meets or exceeds the requirements for external quality and inspection.
9. Follow college and external policy in relation to data protection and results embargos.
10. Build a high performing exams team and provide inspiring leadership, managing, and mentoring to create an effective and efficient team which meets the needs of the business and enables staff to deliver excellence.
11. Work with the Director of MIS to set and support customer service expectations to staff, students, and other stakeholders, establishing and maintaining the attitudes and behaviours necessary to be internally scored as excellent by our customers.
12. To manage the examinations budget, seeking value for money in all exams related expenditure.
13. Contribute to the Group performance management by ensuring appraisals and targets are in place to support ongoing improvements of the exams management team.

### **Expectations of the Post Holder**

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.

### **Special Conditions**

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.

2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## **EDI**

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

## **Safeguarding**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

## Person Specification

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Development</b>	Educated to degree level (or equivalent)	X	
	Experience of ongoing professional updating and development in relevant fields.	X	
<b>Knowledge / Experience</b>	An understanding of exam regulations and the requirements of the main Awarding Organisations, e.g. Pearson, City & Guilds, Ascentis, AQA, NOCN, Trinity, NCFE.	X	
	A thorough understanding of the accreditation process and how to administer exams in a complex organisation.	X	
	An awareness of safeguarding and how it relates to the work of this post in a Further Education College.	X	
	An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients	X	
	Significant experience operating at a senior leadership level leading an examinations function in a complex organisation.	X	
	Experience of working in Further Education		X
	Significant experience of successfully administering large quantities of exams using online systems and databases.	X	
	Demonstrable experience of effectively driving improvements in examinations processes through automation.	X	
	High level of engagement to develop effective working relationships at all levels across the organisation, simplifying complex messages and acting as an advocate of examinations both externally and internally	X	
Experience and thorough understanding of using complex management information systems	X		

	Experience of managing and motivating a team including performance management, absence management, training and development, and appraisal.	X	
<b>Skills / Abilities</b>	The ability to drive outstanding performance and gain commitment through coaching, motivating, energising, and inspiring team members.	X	
	The ability to plan and take accountability for multiple complex processes across a large organisation.	X	
	The ability to develop, establish and enforce clear policies and procedures in the administration of exams.	X	
	A strong ability to communicate complex/technical concepts and opportunities to a business and academic audience	X	
	The ability to lead a team of examinations staff and to develop a highly effective team which meets the needs of the business.	X	
	Excellent interpersonal skills and written and oral communication skills; able to communicate effectively with curriculum staff	X	
	Excellent administrative and IT skills and experience with dedicated databases and systems	X	
	Good organisational skills and high attention to detail.	X	
	The ability to plan and monitor one's own workload and that of a team, to ensure that deadlines are met	X	
	The ability to work effectively as a team member		
	A flexible approach to work to achieve deadlines.	X	
	The ability to maintain records and produce relevant documentation as required	X	