



Woodfield School
Together we will achieve

Data, Exams and Cover Administration Officer

(Grade 5)

Woodfield SEMH School

Required ASAP



Effort + Respect x Ambition = Success



Why work at Woodfield School?

On behalf of our entire school community I extend a warm welcome to Woodfield School and hope you take the opportunity to also explore our website. Please take time to learn about our wonderful students and staff and gain a full understanding of how we work together to support student development and progress at every stage of our students' education journey.

Woodfield is a Social Emotional and Mental Health (SEMH) school with the aspiration to be the very best in the country! Woodfield is at a very exciting point in its improvement journey with the impending co location of all our provisions on one site at the former Woodlands school for boys on Broad Lane. This exciting project will allow us to create bespoke specialised environments to support meeting the needs of our students alongside designing and implementing a truly aspirational curriculum for our young people. Our aim is be functioning on one site during the end of academic year 2024/25.

Our Woodfield vision is for all students to make exceptional progress. That progress encompasses both rigorous academic progresses, gaining qualifications to unlock further education and employability routes and the knowledge and skills to understand and manage the social, emotional and mental health barriers faced by every individual.

We are very proud of our staff, students and wider school community. Our staff are highly skilled, and dedicated and provide a personalised approach to all students, who are supported by a team around each child approach. We foster a culture of warmth, care and empathy which is underpinned by our three school principles. Effort, Respect and Ambition (ERA) these are the non-negotiable trademark behaviours that are the expected norm in the classrooms of Woodfield for every single member of the Woodfield community.

We work in partnership with all parents, carers and external agencies and welcome regular two-way communication and feedback.

We are a rapidly improving SEMH specialist setting on an exciting journey. Our goal is to be the very best provision in the country and we will continue to strive for 'excellence in SEMH education' for all our stakeholders.

Nico De Groot - Interim Principal

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JOB DESCRIPTION – Data, Exams and Cover Administration Officer

Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

GRADE: 5

HOURS: 37 hours per week – Term time only plus 15 days

Monday to Friday 7.30am to 3.30pm. Daily with occasional variations to take account of work levels (including 30 minutes lunch break)

Section: Administration

JOB PURPOSE:

Responsible for the day-to-day cover for absent teachers, ensuring all lessons are covered. Responsible for the maintenance of the student data in MIS to ensure all information is current and accurate. Support with the setup and administration of the progress day system. Responsible for overseeing the class charts package at a data level. Support the MIS data manager with the input, preparation and production of student assessment data in Assessment Manager. Work collaboratively with the MIS data manager on the production and upload of the school census, assisting the MIS data manager with timetabling, student curriculum, year 7 admissions and year-end. Provide support to the Data & Exams Team with tasks appropriate to the role.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Description of Duties and Responsibilities:

Data

- Responsible for the input and maintenance of all student data into the MIS database
- Process admissions & leavers (students) in MIS and associated databases as requested ensuring all data (CTF's) is passed on to the relevant parties.
- Liaise with the local authority and other schools in relation to the transfer of student data.
- Maintain Tutor/Co-tutor details in Pastoral Structure within MIS
- Deal with queries from parents/other schools/other agencies in relation to student data ensuring compliance with the Data Protection act at all times.
- Support the MIS Data Manager with the year 7 admission process
- Support the MIS Data Manager with the year-end process in MIS
- Support the MIS data manager in the production and upload of the school census for the DFE.
- Using the MIS system, assist the data manager with the accurate input of student assessment data.
- Assist the MIS data manager in preparation/production of mark sheets and student reports to support progress and reporting days/evenings.

- Assist the MIS data manager in creating analysis spreadsheets from MIS Assessment for use by faculty Heads.
- Assist with maintaining/updating spreadsheets with student data linked to MIS
- Assist the Data & Exams Team in ensuring the accuracy of the data by preparing data reports, which includes the validation and rectification of errors.
- Reporting of Reading and spelling age testing results.
- Assist with the set up, administration, results/attendance processing of the Parents Evening Online Booking System (or any alternative). Any necessary training and support will be provided by MIS Data Manager.
- Responsible for the overall Class Charts Data Management of the system, including the links between behaviours in Class Charts, which feedback to MIS. Provide support and training to the class charts lead.
- To collaborate with team members and support with timetabling, course manager, and census, developing understanding of those areas.
- Support the MIS data manager with 4Matrix and ALPs.
- Produce half termly behaviour KPI document for behaviour as directed by the Pastoral AP and Senior Vice Principal
- Assist the Pastoral AP as directed by the Senior Vice Principal with tracking, records, and systems for monitoring Class Charts and detentions when needed.
- Attend on-going training relating to the MIS database to ensure the day-to-day running of the system and its integrity.

Timetable

- Support the MIS data manager with timetable changes and work closely together to ensure correct levels are assigned to classes in Nova-T
- Assist with promoting students into the new year structure incrementing their curriculum years
- Set up and maintain registration groups, allocate student memberships, tutors and Houses
- Update and apply periodic and casual changes to courses, teachers and rooms
- Assist with input of student class/set changes in curriculum assignment.

Cover

- Ensure that all lessons for absent teachers are covered, effectively utilising the cover supervisors
- Ensure that supply staff are fully cleared to be in school, checking DBS and identification before allowing on school site.

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- Supervise the cover supervisors on a day to day basis
- Support the Data & Exams Team Office Manager with cover supervisor appraisals, probation meetings and relevant training for cover supervisors.
- Checking leave of absence requests against the MAT absence policy and entering authorised absences on MIS.
- Assist with staff absence KPI reporting on a half termly basis.

Other Duties

- To act as a support tutor for one of our house tutor groups.
- To work positively as part of the support staff team.
- To participate in the performance management reviews.
- To undertake any other duties that may be reasonably deemed part of the role.

Safeguarding

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

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Date Reviewed: July 2026

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
QUALIFICATION	• Early Help and right help right time Training. • GCSE English and Maths grade C or above

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KNOWLEDGE & UNDERSTANDING	• An awareness and understanding of the difficulties students with special educational needs are likely to face • Understanding of the issues around safeguarding children and young people • Understanding of the importance and benefit of establishing positive relationships • Understanding of the need to focus on students as individuals • Knowledge of the EHCP process and what an EHC Plan means for a young person • Awareness of behaviours and triggers that affect individual learning and progress • Awareness that all behaviour is an indicator of need, and how these can be interpreted • Knowledge of how the curriculum relates to the age and ability ranges of all students • Knowledge of how to support students in accessing the curriculum in accordance with their Special Educational Needs • Knowledge and understanding of students' academic levels and the level at which they function socially, with a commitment to helping them fulfil their potential • Working knowledge of relevant policies and codes of practice and awareness of relevant legislation
SKILLS & ABILITIES	• The ability to identify and set targets for development for individual pupils • The ability to devise, implement and monitor individual action plans for pupils • Good interpersonal skills • Good communicator – both oral and written • The ability to converse at ease with members of the public (including colleagues, pupils and parents) and provide advice and information in accurate spoken English is essential for the post • Able to deal with sensitive issues appropriately, responding to a range of perspectives and experiences without being judgemental. • ICT skills including use of Excel
ATTITUDES & VALUES	• Willingness to engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families/carers • Willingness to work effectively with teachers and senior managers in school • Willingness to work effectively and network with a wide range of support services • A commitment to improving the lives and learning opportunities of young people • A willingness to participate in in-service training and professional development
EXPERIENCE	• Experience of working with children within an educational setting and of working with families and social agencies. • Experience of managing and leading people.

PERSONAL QUALITIES	• An attractive personality to whom pupils respond. • Energy and enthusiasm • Self-motivated and hard working • Able to work independently but also a good team member • A sense of humour • A sense of balance and perspective • Excellent attendance
SPECIAL REQUIREMENTS	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS Disclosure will be required prior to appointment

Last reviewed October 2024



SEMH Learning Support Assistant

Required as soon as possible

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Grade	6 - (£27,836 - £33,136 pa actual salary)
Working hours	37 hours per week Monday to Friday - 8.30am – 4.30pm
Term time	Plus 5 days (Teacher training days)

An opportunity to join the Woodfield team has arisen for dedicated and motivated individuals with a passion for supporting young people with special educational needs. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School site in the academic year 24/25. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

If you would like further information, would like to organise a tour of the school or to discuss the post in more detail then please contact:

Sarah Mills – Primary Site Lead at smills@woodfieldschool.net

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our Website:

www.woodfieldschool.net

Please return completed application forms to Stuart Hands - shands@woodfieldschool.net [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **Sunday 3rd November 2024**

Interview date: **TBC**

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.