

Exceptional Ideas Ltd



Examinations Officer and Student Mentor

Recruitment pack: December 2024

About us

We have an exciting opportunity for an Examinations Officer and Student Mentor to join our school staff team.

This is a varied, hands-on role, working with young people aged 11-16 with complex learning and therapeutic needs. We teach students with 1:1 staffing using a therapeutic ethos to build independence in our students by the time they reach school leaving age.

We have schools located across Essex in the villages of Wethersfield, Sible Hedingham, and in the city of Chelmsford.

About the role

About you

We are looking for a team player who can quickly learn and master our approaches and processes so that they can lead in providing therapeutic education to our students.

We strive for accuracy and attention to detail, through continuous improvement and steady progress towards objectives. You will have skills and experience in building positive relationships with people. You are diligent, with attention to detail, highly motivated, professional, and calm under pressure.

You are a team player, confident to lead by example in a hands-on manner, and willing to learn and adapt practice reflecting the needs of the student.

Our schools offer a 38-week per year curriculum, following the Essex County Council school calendar.



About us

Exceptional Ideas Ltd was set up in 2007 to provide educational consultancy and training. We opened Teaseldown School in Ridgewell, Essex, in 2009 to help young people aged 11 – 17 to overcome barriers they have faced whilst learning within the mainstream education system. In 2013, Primrose Hill School, Chelmsford, was opened to complement Teaseldown School. In January 2015, Teaseldown School moved to larger and bespoke premises in Sible Hedingham in the Sugar Loaves building. Brook View School on the site of the old Brewery Tavern in Wethersfield is the latest addition to our organisation which opened in early 2015.

Exceptional Ideas Ltd is also able to offer therapeutic education in the form of outreach. Our approach is multi-professional, utilising an evidence-based planning and evaluation process which is underpinned by current practitioner research. We believe that therapeutic education should be creative, flexible, individually designed and incorporate measurable assessments of progress. We also believe that all students should have access to a full curriculum across KS3 to KS4 which includes formal examinations such as GCSEs. We offer courses at GCSE, ELC, ASDAN and online learning platform IXL, Lexia and Mathletics.

Our staff come from a wide range of backgrounds, bringing a range of skills to the team and all receive a high level of internal training that equips them to understand our ethos with clarity.



Conditions and how to apply

Contract	Permanent
Salary	£24,941.01
Hours of work	Full time: 40 hours, 5 days per week, 8.30am-4.30am Term time only
Pension	Royal London <ul style="list-style-type: none">• Minimum employee 4% salary exchange, employer 4%

How to apply

To apply for this position, please complete the application form at the end of this document, and return to ei-recruitment@exceptional-ideas.co.uk

Within your application form, please include a clear outline of why you feel you would be a suitable applicant for the position, including examples of your skills and experience, referring to the person specification as appropriate.

We are unable to accept CVs, however, you are welcome to submit a CV alongside your completed application form. **Only applications made using the application form and supported by evidence of qualifications will be considered.**

To ensure the safety, welfare, and safeguarding of all students and in line with safer recruitment, selection, and appointment Exceptional Ideas Ltd implements a range of vetting checks, including a Police/Enhanced DBS check, possible online status searches for shortlisted candidates, and a criminal records disclosure to ensure that only those that are suitable to work with children are recruited to work with us. For further information, please see: [Safeguarding Policy](#)

Please note this post is exempt from the Rehabilitation of Offenders Act 1974 and full disclosure must be given.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. All information gathered as part of the recruitment process will be securely stored in line with guidance from the Data Protection Act 2018-GDPR.

Please download, complete, and return the Privacy Notice for Prospective Employees with your application form accessible from the link below:

[Privacy Notice for Prospective Employees](#)

Interviews will be held at the office at Brook View School, Braintree Road, Wethersfield, CM7 4BU upon receipt of references. **No interview will take place without previous receipt of references and evidence of educational/professional qualifications. This is in line with safer recruitment in education and the responsibility for ensuring these references are received in time for interview lies with the applicant.**

For an informal conversation about this opportunity, please contact ei-recruitment@exceptional-ideas.co.uk to arrange.

Role description

Title	Examinations Officer & Student Mentor
Accountable to	Headteacher
Liaison with	Senior Leadership Team

Examination Administration

- Manage the administration of external exams per JCQ regulations and awarding body standards.
- Submit accurate and timely exam entries.
- Register the school with the relevant examination board/s, currently AQA.
- Oversee examination schedules, including room allocation, seating plans, and candidate timetables.
- Ensure secure storage and dispatch of examination scripts.
- Manage the examination entry process, gathering relevant information from teaching staff.
- Prepare examination results for release to candidates.
- Access, download, and securely distribute examination results.
- Ensure compliance with school policies, including safeguarding, equality, and assessment.
- Manage emergency access arrangements for eligible candidates.

Exam Centre Management

- Allocate appropriate rooms and seating arrangements for exams.
- Ensure exam accommodation is prepared according to JCQ standards.
- Organise exam timetables and notify candidates of exam dates and venue.

- Coordinate the management of examination days, including:
 - Starting and ending exams
 - Dealing with emergencies or irregularities
 - Collecting and dispatching exam scripts
 - Distributing appropriate resources and stationery
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Invigilation & Staff Management

- Recruit, train, and manage a team of invigilators.
 - Update invigilators on rule changes annually.
 - Ensure the effective supervision of the exam room environment.
 - Provide ongoing training and guidance for staff on examination procedures.
 - Participate in relevant meetings and professional development activities.
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Compliance & Security

- Maintain the confidentiality and security of candidates' responses.
 - Act as the primary point of contact with awarding bodies and JCQ.
 - Ensure the school is compliant with JCQ regulations and prepared for Ofsted inspections.
 - Ensure that Exam Access Arrangements are managed and upheld according to need.
 - Take steps to prevent malpractice before, during, and after examinations.
 - Follow legal and regulatory requirements for data management and confidentiality.
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Stakeholder Communication & Guidance

- Provide advice and guidance to staff, students, and parents.
 - Ensure candidates are fully informed about examination entries, dates, and times.
 - Share key deadlines and procedures for post-results services.
 - Communicate effectively with external agencies, parents, and the school community.
 - Establish effective links and consultation procedures with examination bodies.
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Student Mentor General Duties

- Deliver a broad, balanced, and differentiated curriculum for students.
- Monitor and support students' academic, social, and emotional development.
- Create a positive and supportive learning environment.
- Promote and safeguard the welfare of children.
- Work within the principles of therapeutic child-centred practices.
- A willingness to participate in training and development.
- A willingness to travel and work across multiple school sites.
- The ability to plan and organise.
- The ability to recognise and identify problems.
- The ability to record and pass on information accurately.

- A willingness to work when necessary, in alternative environments to a traditional classroom.
 - A willingness to mentor students and young adults 1:1 or 2:1.
 - A willingness to take on extracurricular roles as when required to help with the efficient day to day running of the schools.
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Teaching & Learning

- Take responsibility for a curriculum and therapeutic area, offering training and support to staff.
 - Implement Individual Education Plans (IEPs) and related strategies.
 - Supervise students and conduct home visits as needed.
 - Lead examination processes, including coursework completion and assessments.
 - Take part in daily briefings to share and receive appropriate information relevant to student performance.
 - To record outcome on a timely basis contributing to the effective management of teaching and learning data.
 - To record the outcomes of teaching and learning practices through appropriate channels and systems.
 - To provide feedback and communicate with parents, carers, staff and stakeholders.
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Policy Implementation & School Support

- Promote and implement key school policies, including:
 - Equality, Equity, Diversity, and Inclusion Policy
 - Child Protection and Safeguarding Policy
 - Assessment and Curriculum Policy
 - Play an active role in delivering the school's ethos and leading by example.
 - Support the headteacher and senior leadership team with relevant tasks.
 - Undertake additional duties as assigned by management.
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Professional Development & School Improvement

- Stay up-to-date with developments in the exam curriculum and regulatory updates.
 - Participate in training and professional development.
 - Assist with school improvement initiatives in exam and curriculum-related areas.
 - Support the school's preparedness for inspections and quality assurance audits.
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Data & ICT Management

- Use internal and external ICT systems to manage registration and entry data.
- Collect and input academic information into ICT systems.
- Maintain accurate and up-to-date examination and curriculum records.
- Communicate examination-related updates to relevant departments.

Person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Good general standard of education with qualifications, at least 5 GCSE grade A-C or 4-9 standard or equivalent. • A full driving licence. 	<ul style="list-style-type: none"> • Evidence of relevant CPD. • Relevant qualification with regard to working with children, such as NVQ 3.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Excellent communication skills. • An ability to work towards deadlines with high levels of accuracy. • Previous experience working with children. • Good interpersonal and communication skills. • Some experience of leadership or management. • Strong organisational skills. • Good behaviour management skills. • The ability to motivate students. • ICT skills, including proficiency in Word, Excel, Microsoft Outlook and PowerPoint. • High level of personal organisation, and the ability to work independently. 	<ul style="list-style-type: none"> • Staff management experience. • Administrative experience. • Experience of analysing performance data. • Experience of working in alternative provision setting. • Experience of working with children and young adults with special educational needs and disabilities. • An understanding of exam access arrangements. • Learning Support Experience. • Teaching experience. • Registration with the disclosure and barring service (DBS).
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Strong knowledge of the national curriculum. • Up-to-date knowledge about developments in Education. • Knowledge of special educational needs and disabilities. 	<ul style="list-style-type: none"> • Knowledge and understanding of school procedures. • Knowledge of examinations regulations or procedures. • Knowledge and Understanding of the SEND Code of Practice: 0 to 25 years (2014).

Personal traits

The successful candidate will be

- Quick to adapt and take on new initiatives.
- Comfortable and confident enough to talk to students about their performance.
- Personable and approachable.
- Eager to uphold the school's ethos.
- Committed to equal opportunities and empowering others.
- Able to maintain a good working relationship with others.
- Maintain an exemplary conduct and attendance record.
- Possess a desire and positively commitment to contribute to the equality and diversity of the school community through inclusive practices.
- Capable of handling a demanding workload and successfully prioritising work.
- Professionally assertive and clear thinking.

Additional requirements

The successful candidate will have

- A willingness to participate in training and development.
- A willingness to travel across multiple school sites as well as work remotely.
- An exemplary conduct and attendance record.
- A desire and commitment to contribute to the school community.
- The ability to plan and organise.
- The ability to recognise and identify problems.
- The ability to record and pass on information accurately.

Before submitting your application, please ensure you have completed the following:

1. Application form, providing details of 2 referees with contact details.
2. Read the safeguarding policy.
3. Completed and signed Privacy Statement.

Exceptional Ideas Ltd
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