



Biddick

Academy

Application Pack

Data and Examinations Officer

Scale S01 £28,226 - £30,095 (Full Time Equivalent)

£25,633 - £27,330 (Actual)

37 hours term time only plus 2 weeks

Start Date – 1st September 2022

Closing Date: 25th May 2022

Dear Applicant

Thank you for your interest in the post of **Data and Examinations Officer** at Biddick Academy.

Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high-quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.

A handwritten signature in black ink, appearing to read 'K. Morris', with a stylized flourish at the end.

Miss K. Morris

Headteacher

Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1125 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wide variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose-built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

Curriculum

Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama and Music.

The Data Team

The Data Team within Biddick Academy comprises of the Data and Examinations Officer and the Data and Examinations Assistant and are based within the central administration office within the Academy.

The Data Team is an integral part of the Academy, managing both external and internal examination procedures and policies to ensure the smooth running of all examinations, controlled assessments and vocational qualifications. They keep up to date with changes in curriculum, examinations and measures that impact on the local and national picture.

The Data and Examinations Officer works closely with Senior Leaders, in particular the Assistant Headteacher for Achievement. They also work with the SENDCO, Faculty Leaders and Head of Year 11, to support students in achieving the best outcomes.

As an Academy we offer qualifications with all of the main examination boards, as well as City and Guilds. The main information management system within the Academy is Integris, with 4Matrix and FFT Aspire also used to analyse data.