



## **BN1 Arts**

**Post:** Exams Officer

**Reporting to:** Academic Coordinator

**Contractual Hours:** TBC (Freelance role)

### **BN1 Arts: Brighton's Centre of Excellence for Music and Performing Arts.**

BN1 Arts is a Brighton-based college with a mission to create a vibrant community where aspiring talents and established industry figures can converge, fostering a dynamic environment that nurtures growth and success.

Our focus is to provide 16-19-year-olds passionate about music and performing arts with industry-led training across Extended Diplomas in the Creative Music Industry and Creative and Performing Arts.

Our ethos is centred around five key principles - vitality, inclusivity, sustainability, ambition, and equality. We carry this thread through everything we do and are actively looking to recruit team members from underrepresented groups. We particularly welcome applications from people of colour.

As a centre of excellence for young learners we are committed to safeguarding and promoting the welfare of our students and expect all staff to share this commitment. Therefore, all successful appointments are subject to referencing, an Enhanced DBS check and Barred List check

### **Person Specification:**

We are seeking an experienced, energetic and highly motivated individual, with a strong knowledge in both the music industry and performing arts sectors who will support the Further Education team in successfully delivering the Further Education curriculum, assessment programme and GCSE exam provision for BN1 Arts.

The post holds considerable responsibility and applicants should have at least two years' experience in FE education as well as being an inspirational professional themselves. The person is responsible for day-to-day administrative support to the Academic Coordinator to ensure the Education Curriculum, Assessment Programme and GCSE exam provision is delivered to the highest possible standard and are functioning correctly.

The role will necessitate strong communication with BN1's program leaders and tutors to ensure teaching and learning is of a high standard.

The successful candidate will be a team player who is used to working to tight deadlines and ensuring that teaching staff and students alike are able to meet exacting standards of educational excellence.

### **Essential criteria for applicant**

- At least two years' experience within the Further Education sector
- Experience with RSL (or other awarding body equivalent) Assessment and Curriculum coordination and administration
- Experience in Maths and English Resit (both Functional Skills & GCSE) coordination and administration
- Experience with Further Education Quality Assurance Processes and wider accountabilities
- Excellent IT skills
- Experience with managing Digital Learning platforms

### **Desirable criteria for applicant**

- Experience in the creative sector and industry experience
- A first degree or master's level qualification

### **Key accountabilities**

You will report on a day-to-day basis to the Academic Coordinator and will be expected to meet the following key accountabilities:

#### **Exams Officer**

- Administrative support to the Academic Coordinator in relation to the Further Education curriculum to ensure quality and timely delivery of study programmes to support retention and success.
- Administrative management of Functional Skills and GCSE resits – including coordination of access requirements for learners and booking and training invigilators as and when required.
- Oversight and security of Exam materials and management for exam sessions.
- Administrative support of Further Education assessment programme, in accordance with BN1 Arts procedures, EIF, Awarding Body and Partner College requirements for Further Education.
- Providing support to the Academic Coordinator in the administration of all partnership responsibilities including compliance, quality assurance and curriculum and assessment.
- Attendance at Further Education Curriculum Steering Group, forums and other meetings (CMT etc.) as necessary.

### **Course Design and Development**

- Administrative support in the ongoing management of BN1 Arts VLE.

### **Ensuring Quality of Teaching and Learning**

- Assisting the Academic Coordinator to develop and disseminate teaching and learning strategies to ensure full engagement and achievement of all students.
- Support for tutors as and when required in the development of their google classrooms and schemes of work.

The successful candidate will comply with and implement as appropriate, all BN1 arts policies and procedures, with reference to Safeguarding, Equality and Diversity, and Health and Safety.

*NB: This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with their Line Manager.*

As a centre of excellence for young learners we are committed to safeguarding and promoting the welfare of our students and expect all staff to share this commitment. Therefore, all successful appointments are subject to referencing, an Enhanced DBS check and Barred List check and a Right to Work check.

Anybody who works in an education setting has a duty to protect the welfare of the young people that attend. The successful candidate will complete Safeguarding and Prevent training and be aware of BN1 Arts policies on safeguarding and child protection. They must also engage with inset and training days to stay informed of any new developments related to safeguarding to ensure the safeguarding and wellbeing of all.