At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students. Examinations and Data Officer

Information Pack

Inspiring excellence in character and scholarship
Dear Colleague,

I am delighted you are considering joining Moseley School and Sixth Form. This is an exciting opportunity to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Moseley School and Sixth Form. We are very proud of the achievements our students make academically and in many other spheres. We aspire to provide the very best educational opportunities and outcomes for all our students. Ofsted recognised that we are doing a good job of this when they inspected in May 2016.

Please explore our website and read through the additional materials included in this pack to find out more about Team Moseley. The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

Your application must be received by **8.00am on Thursday 6th February 2020**. Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11. Interviews will take place on **Wednesday 12th February 2020**.

Yours faithfully,

Andrew Bate
Headteacher
Post Title: Examinations and Data Officer

Salary/Grade: Grade 4 SCP 23 – 31 £26,999 - £33,799 FTE
              Term Time Only plus 4 days, £24,075 - £30,139 pro rata

Contract Type: Term Time Only plus 4 days

Contract Term: Permanent

Contract Start Date: April 2020 or earlier

Our school is looking to appoint an enthusiastic, flexible and confident individual to the role of Examinations and Data Officer. Responsible for the administration and smooth running of the school’s internal and external examinations. In addition to examinations, you will be responsible for the school census returns and support the Data/MIS Manager with data analysis. The successful candidate will use his/her excellent interpersonal skills to liaise with the leadership team, teachers, students, parents and external organisations e.g. examination boards.

Our perfect candidate will have:
- Excellent organisational skills, with an ability to work accurately under pressure
- Good working knowledge of Microsoft product, especially Excel
- A working knowledge of exam regulations
- The energy, creativity, resolve and tenacity to solve problems quickly and effectively
- A flexible approach to working hours to support the examination timetable and despatch of resultant examination papers
- An understanding of using school database e.g. SIMS/SISRA

If this is you come and join ‘Team Moseley’. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community. Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1400 students, 195 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym.

Download an application pack from our website www.moseley.bham.sch.uk or contact Emma Holland, PA to Headteacher, on 0121 566 6441.

Closing date: 8.00am on Thursday 6th February 2020.

Interviews date: Wednesday 12th February 2020

Completed applications should be returned to Emma Holland, PA to Headteacher, Moseley School and Sixth Form, Wake Green Road, Moseley, Birmingham, B13 9UU or via email to recruit@moseley.bham.sch.uk, with an accompanying letter explaining how you meet the requirements of the role. Please note we do not accept CVs.
Job Description

Post Title: Examinations and Data Officer
Reporting to: Data/MIS Manager
Responsible for: Invigilators
Salary/Grade: Grade 4 SCP 23 – 31 £26,999 - £33,799 FTE
                Term Time Only plus 4 days, £24,075 - £30,139 pro rata
Disclosure Level: Enhanced
Working Time: 36.5 hours per week. Term time only, plus 4 days, to be worked over GCSE/A-Level results days. Flexibility to attend any other meetings/events outside normal working hours when required.

Core Purpose:
• Manage all aspects of the examinations, to include the management and administration of all matters relating to internal and external examinations at Moseley School and Sixth Form.
• Manage all aspects of the school census return, to ensure validity of pupil records and an accurate and timely completion.
• Support the Data/MIS Manager with data analysis

Responsibilities:
Exams
• Responsible for the planning and management of all aspects of external examinations for years 7 to 13, to include:
  o To liaise with Awarding Bodies, JCQ, and DfE, completing their returns and distributing relevant information to Heads of faculty, SLT and examination candidates.
  o To maintain an up-to-date record of syllabuses/specifications which are in use.
  o To collect entry data and process examination entries and amendments.
  o To ensure that Special Arrangements and Special Consideration applications are made as appropriate in liaison with the SENCO.
  o To check and publish timetables and make arrangements where there are clashes.
  o To arrange location and resources for the exams and liaise with appropriate staff concerning usage and layout of rooms. To include arrangements for students with special educational needs.
  o To check and secure question papers and examination stationery when received.
  o To co-ordinate the arrangements for setting-up, starting, invigilation, and finishing of exams.
  o To ensure that all examination practices are of a sufficient standard to satisfy the scrutiny of an Examinations Inspector. Lead on JCQ inspections and meet with and assist inspectors who visit the school as appropriate.
  o To organise a system to locate/chase up absentees and maintain a record of absentees from examinations.
  o To package and despatch examination scripts in accordance with Awarding Bodies’ requirements.
At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students, inspiring excellence in character and scholarship.

- To respond to queries from Awarding Bodies concerning attendance anomalies and lost scripts.
- To take appropriate action in respect of allegations of malpractice.
- To manage the publication of examination results, to include downloading results electronically and collection of paper results.
- To assist in the production, analysis and interpretation of results.
- To process results queries/ appeals and requests for return of scripts.
- To manage the distribution of certificates and ensure secure storage of those unclaimed.

- Responsible for the planning and management of all aspects of pre-public examinations and internal tests for years 7 to 13, which require departure from the normal timetable, to include:
  - To draw up timetables and advise the appropriate members of SLT regarding impact to timetabled lessons.
  - To manage the organisation of examinations in consultation with relevant members of staff.
  - To liaise with Heads of faculty to ensure we have the appropriate examination papers for each PPE examination.
  - To co-ordinate the arrangements for setting-up, starting, invigilation, and finishing of exams.
  - To manage the publication of PPE results, to include printing statement of results and managing the distribution of these.

- Accurately retrieve and manipulate data from relevant IT systems i.e. SIMS, A2C.
- Lead and manage a team of invigilators ensuring we have sufficient numbers to cover examination seasons, recruiting when necessary.
- Identify training needs of the Invigilators, research and deliver training as appropriate.
- Identify training needs of the readers and scribes, research and deliver training as appropriate.
- Manage the examination aspects of the administration assistant role through the appraisal system.
- Maintain an up-to-date examination budget, getting authorisation from SLT when necessary.

Census

- Manage Census collected student record data to ensure its accuracy and validity. Identify Census errors and liaise with key stake holders (eg. SEN Co-ordinator, Admissions Officer, EAL Co-ordinator) to resolve errors.
- Manage the learner records service for Moseley School ensuring all students are registered and have a Unique Learner Number assigned.
- Complete the School Census Statutory Return, including Post 16 Learning Aim Data and uploads this to the central collection website. Resolves errors and queries from the Census. Prepares and presents information on the Census Return to Data/MIS Manager.
- Collates and analyses Post 16 Learning Aim Data submitted in Census. Prepares and presents information on success/retention rates and funding implications to SLT and Data/MIS Manager.
Data
- Support the Data/MIS manager with setting up the school’s MIS mark sheets, templates and reports for each year and teaching groups.
- Liaising with teaching staff to ensure assessment data is entered on time and chasing late returns.
- Providing adhoc reports on the assessment, progress, attainment and behaviour of individuals and groups of students for the SLT.
- In conjunction with Data/MIS Manager produce target-setting information using national data and disseminating this to all staff.

Other Responsibilities
- Participate in the duty rota
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed.
- Attend meetings as required.
- Participate in professional development opportunities, willingness to develop additional skills and expertise.
- Keep up-to-date with current educational developments and legislation affecting your area of responsibility.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school, students and customers.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Develop constructive relationships and communicate with other agencies/professionals.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school’s safeguarding policy.
- To comply with the school’s Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.
- Support the Data & MIS Manager and the Curriculum Officer at peak times.

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
Person Specification

Post Title: Examinations and Data Officer

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<thead>
<tr>
<th>Qualifications &amp; Experience</th>
<th>Essential E/ Desirable D</th>
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<tbody>
<tr>
<td>• Educated to Level 3 or equivalent</td>
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<td>• Educated to degree level or equivalent</td>
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<td>• Experience of using data and reporting systems</td>
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<td>• Experience using SIMs</td>
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<td>• Working knowledge of exam regulations</td>
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<td>• Experience of working in education</td>
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<td>• Experience of training and supporting colleagues</td>
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<tr>
<th>Skills and Abilities</th>
<th>Essential E/ Desirable D</th>
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<tr>
<td>• Excellent interpersonal skills, confident individual who can communicate in a professional manner</td>
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<td>• Excellent problem solving skills</td>
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<td>• Able to work alone or in a team, able to use initiative</td>
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<td>• Excellent, administrative, IT skills, especially Excel</td>
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<td>• Ability to learn new software quickly</td>
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<td>• Strong numerical skills</td>
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<td>• Excellent written and oral communication skills</td>
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<td>• Excellent organisational skills</td>
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<td>• Ability to work under pressure and manage conflicting deadlines and priorities</td>
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<td>• Analytical and innovative thinker with the ability and motivation to constantly improve their own practice and that of others</td>
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<td>• Ability to analyse data and make informed judgements</td>
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<td>• The ability to support colleagues and provide advice, guidance and assistance in exam related matters</td>
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<tr>
<th>Other Attributes</th>
<th>Essential E/ Desirable D</th>
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<tr>
<td>• Ability to see developmental projects through to successful completion</td>
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<td>• Resilient</td>
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<td>• Proactive, flexible and adaptable</td>
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<td>• Punctual and conscientious</td>
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<td>• Excellent attention to detail and accuracy</td>
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<td>• Good time management and the ability to prioritise workload</td>
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<tr>
<td>• Able to work under pressure and to deadlines, and produce accurate results</td>
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<td>• Can Do attitude</td>
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Moseley School and Sixth Form’s purpose is to inspire excellence in character and scholarship.

Our vision for Moseley School and Sixth Form

Moseley School and Sixth Form aims to be an inspirational place to learn, where passionate teachers nurture the curiosity, creativity and imagination of students. Everything we do is inspired by our aim to support the progress of all students. We recognise the potential in everyone and we support and challenge each individual to achieve their best. All the resources of the School are used to enable each student to receive support and achieve ambitious goals. The School is a place in which staff can develop as leading professionals and make valuable contributions to the educational community in Birmingham and beyond. Staff and students receive support and guidance to prepare them for the next step in their careers.

We are a welcoming and compassionate school that enables students to thrive. We endeavour to be an emotionally intelligent school where we acknowledge the fallibility of human beings and recognise the impact our actions and words have on others. Our pastoral system ensures that each student is cared for and their needs are met through effective relationships with all our partners, especially parents and carers. Students welcome opportunities to broaden their social and cultural horizons. The School provides a clear moral framework based on shared values. Students are able to reflect on their own beliefs, appreciate different views and develop understanding of their own identity and their own self-worth. The School values its long history whilst being dynamic and forward-looking; a place where staff and students enjoy memorable experiences.

The staff and students aim to be aware of the effect of our decisions and actions on communities and on our environment. A global perspective that celebrates diversity and respect for individual rights is central to the School and nurtures responsible citizens and independent thinkers. We are a compassionate community where positive relationships are cultivated. We provide opportunities for everyone to develop leadership, organisation, resilience, initiative and communication skills. All of the School’s diverse communities share our vision and purpose and, through developing character and scholarship, achieve excellence.

Moseley School and Sixth Form Values:
All members of our School community embrace our core values: Respect, Endeavour and Compassion.
2019 Results

Key Stage 4

62% of students achieved a Pass (Grade 4) or above in English
57% of students achieved a Pass (Grade 4) or above in Mathematics
50% of students achieved a Pass (Grade 4) or above in English & Mathematics
49% of students achieved two Passes (Grade 4) or above in Science
On average all students achieve a grade 4 pass
38% of students achieved A/A* or equivalent grades

Key Stage 5

97% of students achieved 3 passes with an average of a grade C
82% of students achieved a grade A*-B
49% of all A-level grades achieved were a grade A*-B
What we can offer you

We have a very positive ethos and excellent staff/student relationships; we value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

Following a recent staff survey, 72% of staff identified a key strength of the school was the induction process for new staff. We provide a comprehensive process to ensure that the transition into the school is as smooth as possible. 75% of staff were very positive about the appearance and maintenance of the school, thus creating a positive learning environment for students and a welcoming place to work for all staff.

Staff wellbeing is at the centre of our practice, we are fully inclusive and provide a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice, through surveys and feedback sessions
- A 24-7 confidential employee helpline
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations and wellbeing clinics
- Wellbeing CPD
- A staff Social Committee, organising termly staff events
- Free access to the Schools Health and Fitness Centre
- Free weekly staff activities such as Yoga, Football and badminton
- Hospitality at break times, including free tea and coffee facilities

We are committed to providing a supportive and developmental culture for all staff, through an extensive CPD programme, and identifying training to meet the individual needs of all staff and their varying roles and responsibilities. The school strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members. Over the last two years there has been a deliberate shift to a school-based model, increasing collaboration and the opportunity for reflection.

In order to create and sustain this culture the school has implemented and delivered a range of strategies: lesson collaboration, joint-practice development, Lesson Study, Moseley Teaching Programme, and other initiatives focusing on teaching and learning.

Other benefits to working at Moseley School and Sixth Form include:

- A designated car park space for each staff member
- Pension Scheme
- Appraisal, leading to potential pay progression
- A reward scheme that saves you money on everyday purchases
- Cycle to Work Scheme
- Child care voucher scheme
Curriculum

The curriculum seeks to maximise the achievement of all our students. It aims to provide a broad and balanced education, which meets the requirements of the National Curriculum, and is also tailored to the specific needs, interests and aspirations of our students.

The curriculum contributes to the good spiritual, social, moral and cultural development of students. This is achieved through the taught curriculum and through the programme of enrichment activities which help to deliver key aspects of personal, social and health education, as well as citizenship. The curriculum provision is also supported by a strong commitment to impartial careers information, advice and guidance.

Key Stage 3
At Key Stage 3 all students will study the following subjects

- English
- Maths
- Science
- PE
- Modern Foreign Language
- History
- Geography
- Religious Education
- Design Technology
- Art
- Computing
- Drama
- Music
- PHSE

Key Stage 4
At Key Stage 4 all students follow a core curriculum of English, Maths, Science, Religious Education and PE. They also have the opportunity to study four more subjects to GCSE level. There is a wide range of subjects to choose from which we will discuss with you and your child during our pathways events. Currently 25 subjects are on offer for your child to discover their passions.

Sixth Form
The Sixth Form at Moseley School offers a wide range of academic A level subjects as well as vocational subjects at both Level 2 and Level 3, all providing opportunities for progression on to higher education or apprenticeship programmes. **98% of our students achieved places at their first choice university in 2018.**
Pastoral Care

Student Welfare
Student welfare is supported through vertical tutoring and the house system, both of which enable students to develop positive relationships with their peers and with students from other year groups in school. Students are placed into one of six houses. Each house is led by a pastoral team consisting of an Assistant Headteacher Head of House, a non-teaching House Pastoral Manager and an Assistant Head of House.

There are seven tutor groups in each house and each tutor group is made up of students from Year 7 through to Year 11. Although sixth form students do participate in house activities, they are placed in separate Year 12 and Year 13 tutor groups. A wider team of pastoral staff are on hand to provide more personalised support for students who are struggling with their studies or who are facing challenges outside of school. It is our intention to provide early help and support to our students and their families to ensure that all barriers to learning are removed, enabling our students to achieve their very best.

Celebrating Success
Students’ Excellence, Character and Scholarship is celebrated as we believe it is important to ensure an ethos of success. We celebrate all successes through our Mosette rewards system. Students have the opportunity to earn recognition through demonstrating the school values in their lessons.

Our rewards are broken up into short, medium and long term celebrations. Every week students are acknowledged and praised during house assemblies and awarded Mosettes and postcards home. For consistent excellence over each half term we promote students through our success posters around our school site and via termly awards assemblies. As long term rewards each term, students aspire to earn places on our Gold, Silver and Bronze rewards trips where they will gain new cultural experiences. We also have two awards evenings during the year for KS3 and KS5 awards where students can become a part of the school’s history and celebrate their success with their families.

The six houses of Moseley School and Sixth Form also compete for our four house cups for Attendance, Punctuality, Attitude to learning and Inter-house competitions. These are presented to the houses each half term in a celebration assembly and cups are displayed in our main hall.

Student Conduct and Attitudes to Learning
Students are aware of the clear expectations regarding their conduct in and outside of school and we have an established system of rewards and sanctions to support behaviour. With support from parents and carers, we work in partnership to instil the positive values of respect, endeavour and compassion into our students so that they conduct themselves as excellent ambassadors for the school and the community. Appropriate guidance and support is available for students who require additional help to maintain a high standard of conduct.

Students are provided with regular opportunities to develop positive attitudes to learning in order to secure excellent progress and conduct in lessons. Our focus on Attitudes to Learning is based around helping students to develop the following attributes: passion for learning, focus, initiative, leadership, resilience, reflection and readiness to learn. (See ELJ/BOI)
Support for Learning

We believe that every member of Team Moseley has a key role to play in creating an inclusive learning community and promoting pride in scholarship. All students can become successful, independent learners able to integrate effectively into society as responsible citizens, confident throughout their lives in their ability to learn. At Moseley School and Sixth Form student safety and well-being are paramount. We are committed to ensuring that no student is left behind or feels that they are at a disadvantage to their peers and we are able to create individual support plans to meet the needs of every student. All children are treated equally with respect and expectations are high to enable all to achieve or exceed their potential.

SEND
All teachers are responsible for ensuring that all students, in all their classes, including those with SEND or gaps in their learning are accessing the curriculum and making measurable progress. Our SEND (Special Educational Needs or Disability), Literacy and EAL (English as an Additional Language) teams sit at the heart of our school improvement plan and provide excellent support to students, families and carers to remove barriers to learning. Through close relationships with the pastoral and curriculum teams, we are able to make provision for a wide range of needs including complex needs. Students are identified for targeted interventions, including, literacy, speech and language, communication and interaction and numeracy ‘catch up’ sessions. These are delivered by our team of specialist graduate coaches and external agencies during the school day and after school in enrichment clubs.

EAL
For students arriving with English as an Additional Language, a comprehensive programme of support is available to meet the individual needs of students. This ranges from an intensive English induction course, to short term language lessons all of which are designed to allow students full access to the curriculum as quickly as possible. The EAL team lead, manage and work collaboratively with mainstream teachers and graduate progress coaches to plan and deliver effective English Language support to students with EAL, including those who are International Newly Arrived. Their expertise enables students to accelerate their acquisition of English facilitating their access to a broad and balanced curriculum. Occasionally these students have SEND needs too and we work collaboratively across teams to secure the most appropriate provision.

Assessment and Specialist Provision
We recognise that all students may require support at some stage in their education whether it is social, emotional, behavioural or academic. The views, wishes and experiences of students, parents and staff are integral to the planning and review of the support we allocate to our students. For students with pre-identified SEND or literacy needs, we scrutinise all progress data following every assessment point. For students with high-focus SEND needs we also use a range of assessments, in addition to requesting additional expertise from external agencies. For students who require additional support to improve their literacy skills a team of graduate Literacy Coaches work with individuals and small groups. Focused interventions from the Literacy team enable students to make rapid progress and enjoy success in class and examinations.

Quality First Teaching and Learning
In addition to support from the SEND, Literacy and EAL teams, teachers at Moseley School and Sixth Form are fully committed to maximising inclusion by designing and using teaching methods and resources that provide challenge for all. The key characteristics of Quality First Teaching and Learning are: highly focused lesson design with sharp objectives and outcomes; high demands of student engagement with their learning; high levels of interaction for all students; appropriate use of teacher questioning, modelling and explaining; an emphasis on learning through dialogue, with regular opportunities for students to talk both individually and in groups; regular use of praise to motivate and regular professional training opportunities for staff. Our superb, stimulating learning environments are accessible and fully resourced with state of the art ICT equipment.
Extra-curricular opportunities

At Moseley School and Sixth Form we believe in excellence in character and scholarship. We provide our students with opportunities to develop their character through many extra-curricular activities.

Moseley School and Sixth Form is a Silver Unicef Rights Respecting School. We aim to be a school where children’s rights are at the heart of our ethos and culture, to improve well-being and to develop every child’s talents and abilities to their full potential. Both staff and students will learn about their rights and put them into practice every day. By learning about their rights our students will understand the importance of respecting the rights of others. There are many opportunities for our Rights Respecting Student Leaders to shape the development of our school.

There are many ways for students to extend their learning as well as exploring other interests. Illustration Club, build a Robot Club and Science Club and Games Clubs are just a small sample of wider opportunities available.

We also have many sports clubs for students to try out new sports, as well as representing the school in competitive fixtures. Students also have the opportunity to watch live sports events. Groups have recently been to Edgbaston to watch England play cricket, the NIA to watch the National Basketball Finals, the British Gymnastics Championship and Edgbaston Tennis Club to watch the AEGON tennis classic, which is the warm up event for Wimbledon.

In 2018 our school production of ‘Fantastic Mr Fox’ by Roald Dahl, achieved local acclaim and awards were achieved for our 2017 and 2016 productions of ‘The Witches’ and ‘Our Day Out’. There are regular opportunities for students to perform music and drama throughout the year.

Our Moseley Edge Programme is based on the key skills of leadership, organisation, resilience, initiative and communication. At Moseley School and Sixth Form, students will complete three levels of the Edge Award. In Key Stage 3 they will complete the Apprentice Level, at Key Stage 4 they will complete the Graduate Level and in Key Stage 5 they will complete the Master Level.

Students select challenges that they can complete at home, in school time, by attending extra-curricular activities or in the local community. The aim of Moseley Edge is to inspire our youngsters to be confident in demonstrating their leadership, organisation, resilience, initiative and communication in a variety of different situations and therefore having the edge over other students in the local area when applying for universities and further employment.

In Year 7 and 8 the Junior Award Scheme for Schools (JASS) is a progressive learning programme for young people: a key aim has been to meet the challenges of the transition from primary to secondary. JASS develops the whole individual by offering recognition in four key areas: regular physical activity (Get Active, Stay Active), exploring a personal interest (My Interests), working for the good of the community or the environment (Me and My World) and completing an outdoor activity or challenge (Adventure) and is designed so that participants move from Bronze, to Silver and then to Gold with increasing levels of commitment, learning, and challenge.

The prestigious Duke of Edinburgh’s Award is recognised by universities and employers for its emphasis on character building. Students from Year 9 onwards can start training and preparing for a bronze, silver and ultimately a gold award. Planning and organisation are essential but resilience and leadership are also developed through the demands of the programme:

- Volunteering: helping others.
- Physical: improving in an area of sport, dance or fitness activities.
- Skills: developing practical and social skills and personal interests.
- Expedition: planning, training for and completion of an adventurous journey in the UK or abroad.

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