



Data Co-ordinator

Term Time plus 1 week plus 5 training Days

Required: July/September 2024



Dover Grammar School for Girls is an *Outstanding* Grammar School which fosters excellent academic standards combined with a strong and caring community. It is also an innovative school where staff are encouraged to look constantly at various ways of improving every aspect of our work. To summarise, it is a place where students can enjoy the very best education.

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students so the interview will include questions relating to child protection.

Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

Dover Grammar School for Girls

Data Co-Ordinator



Dear Applicant,

Thank you for your interest in the post of Data Coordinator. This is an exciting opportunity to join the team at one of Kent's highest performing grammar schools.

About the School

Dover Grammar School for Girls is a selective school with 665 girls in Key Stages 3 & 4 and a co-educational Sixth Form of 207 students. We have twice been rated 'Outstanding' by Ofsted, the latest inspection was 2013.

Dover Grammar School for Girls is an inclusive, selective school with over 100 years' experience of providing education for our local community. We are highly respected within the local community and are committed to providing top quality teaching and learning in an inclusive and high performing learning environment. We have been oversubscribed for many years and remain a popular choice with parents and students alike.

Our results in 2023 were outstanding, once again, with 29% of all grades at A level being A*-A and 57% being A*-B and a pass rate of 98%. At GCSE, 34% of all grades were at 7, 8 or 9 with 49% of students achieving at least one grade 8 or 9.

The school's Progress 8 score has historically been significantly positive. Although we are extremely proud of our students' past achievements, we recognise that there will always be areas for improvement, and each year we believe that we can do even better.

Our students are bright, articulate, fun to be with and rightly expect that their teachers will share and encourage their aspirations. As teachers, we all offer students every possible opportunity beyond the classroom with a wide range of extra-curricular activities, support and pastoral care. We offer wellbeing support and aim to develop not just the academic abilities of our students but also to give them the confidence, life skills, personal qualities and values to succeed in a fast moving and competitive world.

We think it is important, that we try to give you a feel for the school to assist you with your application, therefore, I will provide a brief summary of the school below, to give you a small snapshot into our DGGs community. I also wish to direct you to our school website, www.dggs.kent.sch.uk where we have several videos and information that may help to familiarise you with our expectations, standards and ethos.

Our foundations are built upon our vision tri-colon which is 'Building Character, Fostering Respect and Achieving Success'. We also practise 5 Character Values which we believe underpin good citizenship and are the qualities which we wish to celebrate within school.



These were decided upon after consultation with the staff and students alike. The values represent what we as a community value in each other and are central to our ethos and practice. You can read more detail on our website regarding the vision tri-colon and Character Values of Mutual Respect, Intellectual Curiosity, Compassion, Courage and Moral Purpose.

About the Role

We are looking for an enthusiastic, innovative and forward-thinking Data Coordinator, to join our successful team. This post requires an ambitious, innovative, hardworking individual who is committed to working with other departmental staff.

We are looking for a dynamic and forward-thinking individual who will be able to balance the demands of managing the day-to-day tasks and improve the opportunities available to our students and wider community. The successful candidate must demonstrate professionalism, be able to work on their own initiative, as well as working as a team member, and have a positive, collaborative and 'can do' approach.

DGGS is a supportive and inclusive school community which is committed to working together to ensure that our students are provided with the highest academic standards. We work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and determination to ensure the highest quality of education and support for our students then we look forward to receiving your letter of interest and completed application form, which can be downloaded from Kent Teach.

To assist you in this process we have included a job description and person specification for this role.

The closing date for receiving your application is, 9am Friday, 21st June with interviews taking place on Thursday, 27th June 2024.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R.C.F. Benson'.

Mr RCF Benson
Headteacher



Job title:	Data Co-Ordinator
Report to:	Examinations Officer
Hours:	30 hours per week Term Time plus one week plus 5 training days (8.30am - 3.30pm)
Current Band:	KR 5
Purpose:	To provide data input and examination admin support

Role requirements and accountabilities:

- Liaise with and provide support for SLT, Examinations Officer, Subject Leaders and Attendance Officer, as and when required
- Develop use of SIMS and Assessment Manager (with ICT support provided, particularly for Assessment Manager)
- Input all data, including Key Stage 2 assessments, CATS, Tracking assessments, Examinations, etc.
- Update and maintain the 'Exceptional & Potential Students' on SIMS and in the school 'Exceptional & Potential Register'
- Produce and collate all Target Grade data
- Produce documents for Target Setting Meetings
- Co-ordinate all student Tracking for Key Stage 3, Key Stage 4 and the Sixth Form
- Generate Progress Reports following Tracking with the use of different electronic systems, including Sims Learning Gateway
- Support monitoring of 'Vulnerable Groups'
- Produce all broadsheets and, following every assessment period, provide summary and analysis of results
- Liaise with ICT support colleagues regarding the data required for School Reports
- Generate Reports to parents with the use of different electronic systems, including Sims Learning Gateway
- Support the Examinations Officer, particularly during examination periods
- Be in school for examination results in August and prepare comparisons of results with Tracking assessments
- Provide data for Subject Leaders
- Produce any data analysis requested by SLT
- Support the administration of option choices, producing subject lists, Sixth Form letters and registration forms. Update the system as changes are made and print student timetables
- Produce accurate teaching group lists and assessment sheets, updating the system as changes are made
- Input data on 4 Matrix for the SLT and teaching staff to access
- To assist the Examinations Officer with the Dover Entrance Test and during school assessment weeks
- Undertake Cover Supervision as required
- Produce daily cover sheets in the absence of the Cover Co-ordinator