



TheNorth school



DATA MANAGER Recruitment Information Pack



Putting Achievement First

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DATA MANAGER RECRUITMENT INFORMATION PACK

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Dear Applicant

Thank you for showing an interest in the post of Data Manager at our school. This post is currently advertised as a support role, however applications will also be considered by qualified science teachers interested in included the responsibility for the farm management within their role, for which a TLR payment is available.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2017 and in partnership with the Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team. In return we offer access to our outstanding teacher programmes; outstanding leadership programme and out shadow leadership scheme.

We are looking to recruit a teacher with a good grasp on good and outstanding teaching, confident in their ability and able to consistently deliver effective lessons and learning with a positive approach.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of students, colleagues and yourself, displaying energy and enthusiasm in and out of the classroom, contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely



Mrs Anna Lawrence
Headteacher

WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer
Swale Academies Trust

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary, South Borough Primary, Meopham School, The North School, Regis Manor School, The Whitstable School, Westlands Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to develop clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.



Jon Whitcombe
CEO Swale Academies Trust



INTRODUCTION

At The North School we value both the pastoral care of our students and the pursuit of academic success. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world into which they are growing.

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.



SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- **We learn together, we celebrate together and we support each other through challenges.**
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your qualified teacher status will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to recruitment@north.kent.sch.uk or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Shortlisting and interviews will take place shortly after the closing date. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

DATA MANAGER

37hrs per week / Term time, plus 20 additional days
Salary Range : to be confirmed dependent on experience

The North School is seeking to appoint a dedicated and experienced Data Manager with responsibility for the management of student data including assessment information as well as supporting with data and timetable inputting. The role is an extremely valued position within the school and one that plays a pivotal role in the success of our students.

The responsibilities of this role include:

- Gathering, maintaining and analysing school data and providing reports for the Senior Leadership Team and Governors.
- Using SIMS to set up student target grades.
- Responsible for overseeing the completion of statutory returns, eg the School Census, for the County Council and Government.
- Providing advice and training to staff on the use of SIMS and the interpretation and use of data.
- Responsible for overseeing the inputting and scheduling of timetables in SIMS in partnership with the Senior Leadership Team.
- Responsibility for setting up and updating SIMS Assessment Manager, including overseeing the production of class marksheets and student reports.
- Uploading and monitoring reporting data on the school's chosen package, eg SISRA.

In order to apply for this role it is essential that you have:

- Excellent skills and experience using Excel, Microsoft Office packages and SIMS.
- Experience working within a similar role, especially within a school environment.
- Experience of data management.
- The ability to build and maintain excellent professional relationships with colleagues.
- Experience in the use of software to support data management functions.
- Experience of planning and prioritising your own workload and managing competing demands.

If you have experience of working with ICT effectively and using systems to produce management information and manipulate data we would be delighted to hear from you. Further details about the school can be found on our website www.north.kent.sch.uk and further information about the vacancy together with an application pack can be obtained via email at recruitment@north.kent.sch.uk.

Closing date for applications: Midday on Thursday 28th March 2019

Interview date: week commencing 1st April 2019

The North School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the Disclosure & Barring Service.

The North School is an Equal Opportunities Employer

JOB DESCRIPTION

JOB TITLE:	DATA MANAGER
PAY SCALE:	TO BE CONFIRMED DEPENDENT ON EXPERIENCE
LINE MANAGER:	HEADTEACHER

1. Purpose of job

To provide a consistent and high standard of data collection and analysis with the minimum of supervision to help the Head of School raise standards across the school. To assist the Headteacher to make the best use of time by dealing with the principal accountabilities listed below with discretion and confidentiality.

To manage all duties surrounding the administration and analysis of assessment data within the school.

2. Principal accountabilities

- a) Develop and oversee the administrative input of data into Sims.net:
 - Assessment Manager
 - Curriculum Assignment
 - Course Manager (sixth form)
 - Performance Analysis
 - Sims Learning Gateway
- b) Develop and manage the collection, compilation, analysis and communication of school data via external agencies:
 - Management Information Services
 - EMS Online (Census, Teacher Assessment, FFT data)
 - GL Assessment (CAT)
 - FFTOnline
 - RAISEOnline
 - Achievement & Attainment Tables (FORVUS)
 - Connexions
- c) Create reporting analysis to the Governors, Senior Leadership Team and official external bodies to help inform strategic leadership of the school.
- d) Work with the Lead Behaviour Professional, Exams Officer, Subject Leaders, Community Principal, Leadership Team and official external advisors/inspectors regarding the management of school data.
- e) Assist with the Data Management of:
 - Admissions
 - Attendance
 - Behaviour & Achievement
 - Examinations
 - Exclusions
 - Extended Services
 - SEN
- f) Act as Assessment Data Co-ordinator producing lists/reports for all subject teachers to ensure that all students receive timely and accurate assessments.
- g) Develop Annual Reporting Systems to ensure accurate, appropriately stored and easily retrievable individual reports for the students on roll.
- h) Using SIMS to set up student target grades.

- i) Responsibility for overseeing the completion of statutory returns, e.g. school census, for Kent County Council and Government.
- j) Provide advice and training to staff on the use of SIMS and the interpretation and use of data.
- k) Responsibility for overseeing the inputting and scheduling of timetables in SIMS in partnership with the Senior Leadership Team.
- l) Responsibility for setting up and updating SIMS Assessment Manager, including overseeing the production of class marksheets and student reports.
- m) Responsibility for uploading and monitoring reporting data on the school's chosen package, e.g. SISRA.
- n) Assist with other administrative duties to ensure that the school runs effectively and efficiently.
- o) Participate in training and other learning activities as required and attend relevant meetings, including annual appraisal, to ensure own continuing professional development.
- p) Be aware of and comply with all policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required commensurate with your grade, as requested by your line manager.

3. Dimensions:

Line management of: **Data Assistant**

4. Necessary Experience:

- Good level of education to at least degree standard or equivalent.
- Up to date knowledge and practical experience of current hardware and software packages, including Excel, Microsoft Office packages, SIMS and software that supports data management functions.
- Minimum of 5 years' experience within an office environment, preferably within school administration.
- Experience of data management.
- Effective communication and interpersonal skills.
- Experience of supervising/managing staff.
- Experience of managing conflict and negotiating.
- An ability to work confidentially, efficiently under pressure and on own initiative is essential.
- Flexibility and adaptability.

5. Job context:

The postholder has day to day contact with the Head of School, staff, students, parents and Governors, as well as staff from the Area Education office, other Kent County Council Departments, the Department for Education and other agencies, other schools, the local community and representatives of a wide variety of goods and services.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

JOB TITLE:	DATA MANAGER
QUALIFICATONS:	<ul style="list-style-type: none"> • Good level of education to at least degree standard or equivalent. • Appropriate qualification in data management,
EXPERIENCE:	<ul style="list-style-type: none"> • Previous experience of working as a Data Manager (in a school environment preferred but not essential). • At least two years' experience using a school information management system (preferably SIMS).
KNOWLEDGE:	<ul style="list-style-type: none"> • Excellent statistical and analytical skills. • Up to date knowledge and practical experience of current hardware and software packages, including Excel, Microsoft Office packages, SIMS and software that supports data management functions. • Adept at communicating data and analysis to colleagues from non-technical backgrounds. • Ability to focus on detail and accuracy when compiling reports. • Working knowledge of student information systems especially as they pertain to reporting. • Ability to provide support to teaching staff and other users of information technology systems.
PERSONAL SKILLS:	<ul style="list-style-type: none"> • Ability to resolve problems and find best solutions in data management. • Ability to plan and prioritise own work. • Ability to adapt to changes in technology. Ability to learn software and other technologies quickly and independently. • Ability to self-evaluate and actively seek opportunity for improvement. • Self-motivated. • Flexible. • Excellent communication skills, both written and oral, to facilitate information exchange with teaching and administrative staff. • Ability to maintain confidentiality. • Highly organised with the ability to remain calm when working under pressure and to respond to rapidly changing priorities and demands at peak times of the year. • Good team worker. • Friendly and patient manner.

Our School and its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

The North School Facts and Statistics :	
Type of School	Community School
Age Range	11-19
Location	Ashford, Kent
Gender	Mixed
Number of students on roll	882
Number of students in Sixth Form	141
GCSE Results 2017:	Maths 4+ : 65% English 4+ : 47% Science C+ : 36% (21% in 2015)
% of disadvantaged students	29% (2017)
% of students with SEN	4% (2017)
% of students with EAL	12% (2017)
Number of teaching staff	83
Number of associate staff	65
Ofsted Inspection Report – Sept 17	https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832