



Ryburn Valley **High School**

Data Assistant

Scale 2/3 Term Time + 10 days
(£13,983 - £15,721 depending on experience)

Closing date: Monday 21st August 2017

Interviews will take place on Friday 25th August 2017

Start date: As soon as possible



Dear Applicant

Ryburn Valley High School is a large, thriving and successful mixed comprehensive school and Sixth Form College with over 1450 students on role (240 in the Sixth Form). We are situated in a picturesque setting with extensive views over the Ryburn Valley in Calderdale, near to the towns of Sowerby Bridge and Halifax and close to the M62. This coupled with the passion and dynamism of the students and staff ensures our hugely oversubscribed school is a truly special place to work and study.

We have a strong focus on academic achievement and a sustained record of outstanding examination results over recent years. Students' achievement is significantly above national average as is attendance. Indeed, we are consistently one of the top performing comprehensive schools in Calderdale with a positive progress score at both KS4 and KS5.

We pride ourselves on being a modern school, fully equipped for the 21st Century, built on traditional values that permeate every aspect of what we do. We moved to our new building in 2008 which means we are blessed with wide corridors and large classrooms which are all equipped with electronic whiteboards. Our well maintained, state of the art facilities also include:-

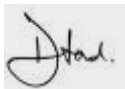
- A brand new £1 million pound extension which contains a science 'super' lab
- TV, music recording and radio studios
- Lecture theatre/cinema
- Separate 6th Form Centre with current plans for a £500,000 study area extension
- Construction Centre
- Floodlight Astro turf pitch, Sports Hall and extensive sports fields.

Our core purpose is ***"to inspire students with a love of learning; a zest for life and a genuine confidence to excel in a colourful world"***.

In order to accomplish this we are all focused constantly on one key objective - developing our teaching skills. Therefore we have a group of talented and enthusiastic team teach leaders who drive our extensive programme of Continual Professional Development and learning (CPDL) geared to the delivery of outstanding learning. Additional support for new colleagues includes:-

- Regular teaching and learning development sessions
- Structured induction programme for all staff with additional sessions for Newly Qualified Teachers (NQTs)
- Exceptionally strong support from our pastoral team who create a positive atmosphere where polite students are eager to learn.

We have the highest expectations for all staff to ensure there are no limits to what students can achieve. The school's motto is ***'Excellere Contende' – Strive to Excel***. This is precisely the spirit in which Ryburn Valley students and staff work on a daily basis. So if you are prepared to take on that challenge and you would like to be part of the friendly, good humoured and vibrant atmosphere at Ryburn then please apply for this post.



D Lord Headteacher

To find out more about this exceptional opportunity please contact Joanne Lumb for an application pack at j.lumb@rvhschool.co.uk or visit the vacancies page on our website at www.rvhs.co.uk/.

Job Title	Data Assistant
Line Manager	Headteacher, Deputy Headteacher (Curriculum), Assistant Headteacher (Outcomes) & Data Manager
Liaising with:	Senior Leadership Team, Teaching and Support staff, parents, students and external agencies.
Salary/Grade:	Scale 2/3 (£13,983 - £15,721) (depending on experience) 37 hrs per week (over 5 days) Term Time only plus 10 days (Min of 5 days to be completed in August, at the discretion of the Data Manager)
Key Responsibilities	<ul style="list-style-type: none"> To assist on the collation and production of school assessment and reporting information in line with internal/external deadlines. To assist in all aspects of results (both internal and external) analysis.
Development and Production of School Data/Information	<ul style="list-style-type: none"> Assist the Data Manager with the Input and Analysis of assessment data using various computer systems. Assisting the Data Manager to ensure that complete and full educational data is available for all students. Assist in the production of accessible data to enable departments to set performance targets in line with whole school policy. Assist on the development of systems and reporting formats to meet the changing needs of the school. Ensuring that the production of all performance data on students within the school is in line with the school calendar and deadlines. Assist in the collation, analysis and production of accessible performance and attendance data from KS3 – KS5. Assist in the collation, analysis and production of internal assessment data on a termly basis to enable Heads of Years/Departments to track pupils' progress. To assist the Data Manager in all tasks in relation to the development and production of School Data.
Administration duties	<ul style="list-style-type: none"> Review and develop own professional practice, undertaking training as required. Develop good working relations with other colleagues. Contribute to the overall ethos/aims of the school. To work flexibly in the interest of the school and undertake such additional duties as are reasonably commensurate with the post and level of responsibility. To have due regard for data protection, confidentiality, child-protection and health and safety policies.
Additional Duties	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage students to follow this example

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This post is term-time only. Your main working hours will be during normal school hours, however you will occasionally be expected to attend school meetings and events that are held during evenings and weekends. You are expected to work flexibly to fulfil your responsibilities and meet the needs of the school.

As travelling to events and meetings is a part of this role, you will be expected to travel to various locations, therefore a driving licence and access to a car would be advantageous

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, training and knowledge		
<ul style="list-style-type: none">GCSE English and Maths grade C or above or equivalentGood ICT Skills	<ul style="list-style-type: none">Further IT qualificationsDegree in related subject area	
Experience and Skills		
<ul style="list-style-type: none">Experience of working to deadlinesExperience of Microsoft Office including ExcelGood organisation skillsGood motivation skillsEffective communication and interpersonal skills with both adults and children	<ul style="list-style-type: none">Experience of Data Input	
Personal Qualities		
<ul style="list-style-type: none">Determination to see tasks through to completionExcellent communication skillsPunctual and reliableConfidentiality of informationHigh levels of commitment and enthusiasmInitiative, flexibility and ability to work independentlyCommitment to Equal OpportunitiesCommitment to SafeguardingCalm under pressureCaring and positiveReflect on and develop professional practiceInteracting professionally with colleagues and parents		
Other		
<ul style="list-style-type: none">Ability to work as part of a teamClear and expressive voiceSmart appearanceWillingness to undertake further training		