



# Application Pack

**Data, Assessment,  
Reporting and  
Timetabling Manager  
Walkden High School**



**Ski Trip 2016**



**Salford Dance Explosion**



**Ancient History trip**



**The Great Walkden Bake Off**



**Rotary Club Young Citizens**



**Wear A Hat To School Day**



**Young Entrepreneurs**



**Fantastic sports' teams**

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# Welcome from the Head Teacher

Do you have a passion for education and a desire to help young people achieve in all aspects of their lives?

Do you want to be part of a school that is working relentlessly to improve standards and deliver the high examination results our pupils are capable of?

If so, you will want to join our vibrant community. We are proud of delivering an academic curriculum in a comprehensive setting. You will find our school calm and purposeful and like all who visit the school, you will comment on how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly our school is.

We are dedicated to creating Walkden STARS – young people who are Sensible, Thoughtful, Ambitious, Respectful and Supportive. These are qualities everyone displays to inspire our students.

We may be a Requires Improvement school but we are really making great improvements to our school. We are committed to improving outcomes for all, but especially our most able and our disadvantaged pupils.

If you want to visit the school please come and see what we see every day – a wonderful school and vibrant community.

The successful candidate will be joining our school at a critical time as we lift our school to Good and beyond.

I hope you can see yourself here at Walkden – this is an amazing school with a fantastic future.



**SIMON LENNOX**  
**HEADTEACHER**

We are an Academic Comprehensive ...  
... dedicated to creating Walkden STARS

**Sensible, Thoughtful, Ambitious, Respectful, Supportive**

# What makes our school amazing?

- We love recognising our pupils' successes – we use our Stars & Stripes system to reward those pupils who repeatedly do the right thing.
- Our pupils' behaviour is fantastic. We have lovely, engaged pupils who are very capable and want to learn.
- Our pupils have amazingly supportive parents who will back you up with learning and behaviour.
- We broaden our pupils' horizons with a wide range of trips. Last year our pupils visited the following (to name a few):-
  - Los Angeles (Media Studies trip)
  - Sorento, Italy (Ancient History trip)
  - Villa Real (Football Tour)
  - New York (Business & ICT trip)
  - Montgenvre, France (Ski trip)
  - Chateau du Broutel (Y7 French trip)
- **Our pupils give so much back to their community**
  - Our pupils put on a vast array of expressive and creative arts shows and exhibitions, for example: Annie this year, Wizard of Oz last year, Express Yourself Showcase, Oscars Night and Creative Showcase & Careers Exhibition.
  - Our pupils complete the Duke of Edinburgh Award and volunteer in our local community.
  - Our pupils raise huge amounts every year for a whole school charity (£3,860 last year for Teenage Cancer Trust) and support a wide variety of other charities.
  - Our pupils participate in and win most of the wide range of sporting activities offered; girls & boys football & rugby, netball, basketball, athletics and cricket.
  - Our pupils are dedicated to our inclusive community, including a clear commitment to eradicating HBT language.
- **Our staff benefit from**
  - A strong Well-Being group who have been instrumental in the school achieving Investors In People Gold Status.
  - Health Benefits through membership of a mutual healthcare plan, paid for by the school.
  - Refreshments each morning – tea, coffee, drinking chocolate and lots of toast.
  - Childcare, Computer and Cycle to Work Voucher Schemes.
  - Secure on site parking
  - Excellent access to career development programmes.

## General School Information

### Exam Results

	5 A*-C inc En & Ma	English C+	Maths C+
2016	56	81	62
2015	62	75	72
2014	55	68	72
2013	60	67	76

Our school is divided into zones of which there are six:

Core – English, Core - Maths, Discovery, Expression, Creative and Global.

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# Walkden High School Job Advertisement



**Headteacher : Mr S.D. Lennox BSc (Hons), PGCE,  
NPQH**

**11-16 Mixed Comprehensive - NOR 1310**

**IN Salford**

**Required as soon as possible Data, Assessment, Reporting and  
Timetabling Manager– All Year round. 36 Hours. Grade 3C points 32-35 £28,485-  
30,785**

- To manage the School Management Information System.
- To complete all statutory data returns, including School Census, School Workforce Census and Teacher Assessments for all Key Stages.
- To ensure that relevant data is transferred to the School's Management Information System, such as FFT, Key Stage 2, Key Stage 4 data.
- To manage the efficient transfer of data in readiness for the beginning of each new academic year
- To calculate and input student targets onto the School's Management Information System on an annual basis and on an ad-hoc basis when new students join the School throughout the academic year.
- To create, produce, distribute and maintain staff and student timetables at various key stages throughout the academic year.

If you are:

A hard working and enthusiastic Individual with high expectations;

Adaptable and able to work as part of a team and have a commitment to excellence in attainment and progress, we would love to hear from you.

Our mission is to provide an academic education within a comprehensive setting. We are passionate about caring for our students and in doing so we aim for the STARS: Sensible, Thoughtful, Ambitious, Respectful & Supportive – qualities everyone displays to inspire our students.

This school is committed to safe-guarding and promoting the well-being of children. The post is subject to enhanced disclosure & barring check.

## **To apply:**

If you feel you have the relevant experience and appropriate skills to strengthen an excellent team, please apply. Application forms are available from TES on-line, the School website [www.walkden.uk.com](http://www.walkden.uk.com), or by e-mail to [Wilford.m@walkdenhigh.co.uk](mailto:Wilford.m@walkdenhigh.co.uk)

**Electronic applications are preferred to** [Wilford.m@walkdenhigh.co.uk](mailto:Wilford.m@walkdenhigh.co.uk)

**Deadline for application return: 9.00am Friday 8<sup>th</sup> September 2017**

We are an Academic Comprehensive ...  
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## **JOB DESCRIPTION**

**Job Title:** Data, Assessment, Reporting and Timetable Manager

**Grade:** 3C Point 32-35 £27,323 - £29,528

**Directly responsible to:** As a member of support staff, the post is professionally responsible to the School Business Manager but will report to and be directed by, the Deputy Headteacher Curriculum on a day-to-day basis.

**Directly responsible for:** Exams Officer

**Full time (36hours) all year**

**Summary of Role:** To lead on the development and delivery of clear data processes and to be an efficient part of the Systems Support Team in order to ensure accurate and effective data across the whole school.

To take responsibility for all areas of data input and output ensuring the integrity of the data. To be an expert user of Management Information Systems and Microsoft Packages particularly Excel and Access. To be responsible for providing reports, as requested, for all stakeholders including the DfE, LA, Governing body, Senior Leadership Team, Heads of Department, parents and pupils.

### **Principle Responsibilities:**

- 1. Data Analysis**
- 2. SIMS**
- 3. 4 Matrix (or equivalent)**
- 4. Systems Support**
- 5. Timetabling**
- 6. Manage in Year Admissions**

#### **1. Data Analysis:**

- To complete a comprehensive analysis of data collected after each assessment series, both internal and external.
- To produce a range of reports to provide appropriate information for different audiences. E.g. Governors, Senior Leadership Team, Zone Leaders, Heads of Year, Class Teachers.

#### **2. SIMS:**

- To manage the School Management Information System and be responsible for SIMS across the school including areas which fall under the remit of the Exams Officer.
- To develop and deliver data systems which meet the needs of teachers, parents and students and to ensure that these systems are effectively delivered by the Systems Support Team.
- To define and manage appropriate access to SIMS.
- To provide training to staff on the use of SIMS.
- To ensure compliance with Government data requirements, completing all statutory data returns, including School Census, and teacher assessment for all Key Stages.
- To ensure relevant data is transferred to the school management system such as Key Stage 2 & 4 data.
- To calculate and input student targets on an annual basis and on an ad hoc basis when new students join the school throughout the academic year.
- To manage the efficient transfer of data in readiness for the beginning of each new academic year.

- To act as Data Controller for School in relation to Data Protection, Freedom of Information etc.

### **3. 4 Matrix (or equivalent):**

- To ensure that staff have access to 4 Matrix, so that they have accurate live information regarding the progress of their students.
- To maintain 4 Matrix so that it operates effectively.
- To ensure that live information, including Exam entries, on 4 Matrix is accurate.
- To ensure the punctual addition of information to 4 Matrix, e.g. Data Captures.
- To provide training to staff and governors on the use of 4 Matrix.
- To investigate and evaluate alternative tracking packages and make appropriate recommendations to the Deputy Headteacher: Curriculum.

### **4. Systems Support:**

- To lead the Systems Support Team, ensuring 100% reliability of all data systems across the school.
- To coordinate and cover for other members of the Systems Support Team as is required to meet the business needs of the school.
- To support the Senior Leadership Team in the development and delivery of systems that are fit for purpose.
- To complete any additional tasks as directed.

### **5. Timetabling:**

- To create, produce, distribute and maintain staff and student timetables at various key intervals throughout the year.
- To make amendments to staff and student timetables when necessary and reissue as required.
- To carry out bulk and ad hoc set changes as necessary.

### **6. In Year admissions:**

- To ensure in year admissions processes are completed in a timely manner and that they are recorded on the management system.

### **Knowledge and Skills:**

- Ability to undertake work of a variety of advanced tasks which require detailed knowledge and skills in a specialist discipline to enable the post holder to provide advice and support to other.
- Have relevant experience in a similar role, computer, numerical skills and sound key board skills
- Extensive working knowledge of SIMS.Net and relevant training on Assessment Manager and Profiles is an advantage, but a commitment to undertake training in these areas is essential
- Attention to detail and the ability to present data in a user friendly format.
- Ability to work to deadlines and liaise appropriately with staff, at all levels, in order to support the use of data for learning across the school.

### **Organisational Competencies:**

1. Co-operates and works well with others in pursuit of team goals by sharing information, acknowledging contributions and supporting others.
2. Is willing to undertake some of the duties of other members of Staff during short term absence, providing that the priorities of this job description can still be achieved.
3. Demonstrates a high level of personal integrity by taking responsibility for own actions, and is willing to respond constructively to mistakes or errors of judgement
4. Maintains personal and professional credibility by being consistent, fair and respecting the need for confidentiality.
5. Undertakes any tasks/duties as appropriate to ensure the smooth and efficient running of the school, as identified by the Senior Leadership Team.
6. Requires and ensures that all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.

7. Acts at all times with due regard to the School and Authority's Health and Safety Policies and related Codes of Practice.

### **General Tasks**

1. Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc.
2. Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Contribute to the overall ethos/work/aims of the school.
4. Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
5. Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate.
6. Accompany teaching staff and pupils on trips and visits and out of school activities as required.

### **Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description prepared by:	Sign: .....	Date:
Agreed correct by Postholder:	Sign: .....	Date:
Agreed correct by Supervisor/Manager	Sign: .....	Date:

## PERSON SPECIFICATION

**Job Title:** Data, Assessment, Reporting and Timetable Manager

**Grade:** 3C Point 32-35

No.	Description	Rating	Evidence
1	<b>Knowledge/Qualifications:</b>		
	• At least 5 GCSE's or equivalent to include English and Mathematics	Essential	I A
	• 'A' level or equivalent/good degree	Desirable	I A
	• Information Management qualification	Desirable	I A
	• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. Including Data Protection	Essential	I A
	• Excellent working knowledge of appropriate use of ICT with respect to data collection and analysis.	Essential	I A
	• Knowledge of a variety of software packages.	Essential	I A
	• Knowledge of how data can be used to improve performance and develop intervention strategies	Essential	I A
	• Proficient in the manipulation of figures in spreadsheets and Microsoft Office applications	Essential	I A
	• Fully conversant and able to manipulate information and data in SIMs	Essential	I A
	• Knowledge of 4Matrix	Desirable	I A
	• Knowledge and experience of Parent Pay	Desirable	I A
2	<b>Concern with Quality:</b> ▪ Commitment to the keeping of accurate, precise and relevant records.	Essential	Application/ Interview/Reference
5	<b>Personal Qualities</b>		
	▪ A positive and reliable individual with an excellent attendance and punctuality record.	Essential	Application/ Interview/Reference
	▪ An ability to communicate effectively	Essential	Application/ Interview/Reference
	▪ Capacity for hard work and high expectations of self and others	Essential	Application/ Interview/Reference
	▪ An ability to work under pressure, to balance potentially conflicting demands, and to meet deadlines	Essential	Application/ Interview/Reference
	▪ Supportive approach to others, and an ability to relate well to colleagues and students	Essential	Application/ Interview/Reference
	▪ Ability to lead a team and to work well within teams	Essential	Application/ Interview/Reference
	▪ Flexibility and willingness to adapt to changing circumstances and requirements	Essential	Application/ Interview/Reference
	▪ Commitment to support the ethos of the school and to comply with school policies and procedures	Essential	Application/ Interview/Reference

**Note to applicants:** Please show in your application form, how you best meet these requirements



## ENHANCED DISCLOSURE

Thank you for your interest in this position at Walkden High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure & Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Code of Practice of Disclosure Information.

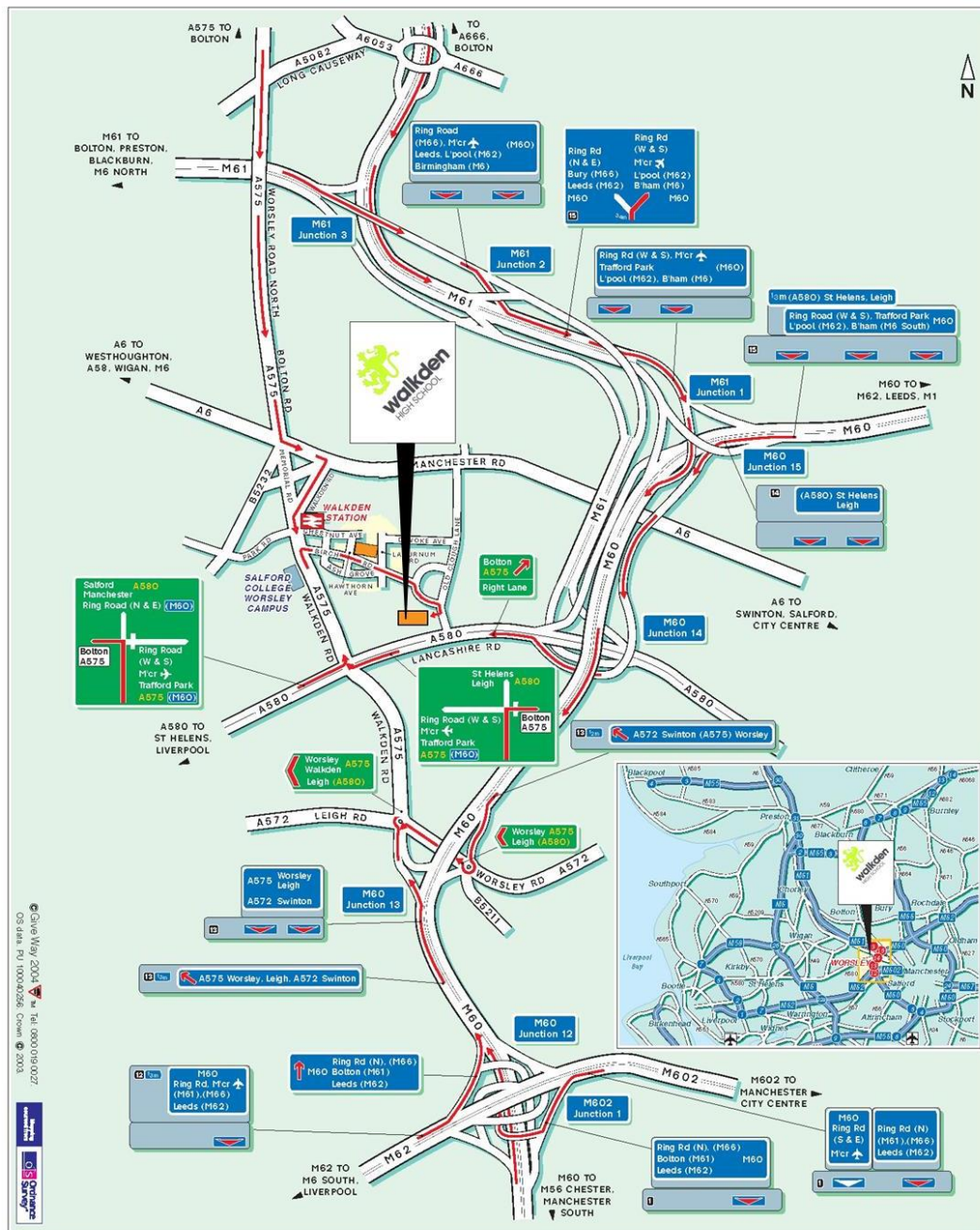
If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

The nearest bus stop is just a short walk from the School and can be reached via several different bus routes from most other parts of Manchester. The school is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

### Location:

Walkden High School is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The school has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the school is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580.





**Walkden High School**

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Worsley  
M28 7JB

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w: [www.walkden.uk.com](http://www.walkden.uk.com)



At Walkden High School we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

