



Uxbridge High School

DATA MANAGER INFORMATION PACK





CONTENTS

- 1. WELCOME FROM THE PRINCIPAL**
- 2. PROUD TO MAKE SUCCESS HAPPEN**
- 3. PROFESSIONAL DEVELOPMENT AT UHS**
- 4. JOB DESCRIPTION**
- 5. PERSON SPECIFICATION**
- 6. ADVERTISEMENT**



WELCOME FROM NIGEL CLEMENS, PRINCIPAL

Thank you for your interest in working at Uxbridge High School. I wanted to take this opportunity to tell you a little about our unique school and to highlight the significance of this important appointment. You are applying for this role at a pivotal point in our improvement journey. We have a robust, exemplary and highly energetic leadership group and staff team that is quickly moving Uxbridge High School to the next stage of its development. I am looking for exceptional people with energy and drive to join us in this work.

We have much to celebrate at Uxbridge High School including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive Governors and a thriving sixth form. We value the successes of every child, whatever their starting point, as a truly comprehensive and multicultural school that reflects life in modern Britain. You will enjoy the reward of working with a wide range of students, from a variety of backgrounds.

The current leadership team has developed and implemented a number of changes to the approach we take towards learning, teaching and progress. These include rigorous self-evaluation, close monitoring of the impact of teaching on learning and highly individualised student and group tracking. Our Teaching and Learning Community lead on numerous initiatives to support this, for example, developing our marking and feedback process and the forensic analysis of strengths and weaknesses in teaching standards. An extensive CPD programme is open to all staff at all levels and impacts highly on our practice. We have a strong vertical house system which supports both the academic and pastoral development of our students.

We are determined to eradicate any disadvantage, particularly through poor literacy and numeracy on entry to Uxbridge High School, allowing our students to compete in a national context. This is one of the school's biggest challenges and one which needs a systematic, whole school focus, linked to a curriculum that is innovative, exciting and ultimately leads to student success. To this end we are constantly reviewing our curriculum pathways across the school to respond to the national accountability mechanisms, whilst balancing the need to do the best for our students.

As Principal I operate with an authentic and distributive leadership style. To support this I am looking for leaders and staff who subscribe to an open and trusting culture, who can bring a collaborative and 'can do' solution-focused attitude and who know that the only way to achieve excellence is to maintain and motivate our high-performing teams across the school.

The successful candidate will demonstrate their unrelenting energy, drive and dedication to make Uxbridge High School a school that can guarantee to maximise student progress and achievement through an outstanding education.

If you feel you can meet the needs of all of our students without limitation, and are excited to support Uxbridge High School on its journey, then I look forward to hearing from you further.



PROUD TO MAKE SUCCESS HAPPEN

Uxbridge High School is an ambitious and dynamic academy with over 1,200 students aged 11 -18.

Our vision

Uxbridge High School will be a school of choice where:

- through outstanding teaching, inspirational opportunities and exceptional learning we **open minds** and develop **unique** individuals.
- students and staff have the best possible environment in which to achieve, progress, learn and thrive. They are **positively** focussed, **determined** and demonstrate **respect** for all.
- we are at the heart of our local community, a school in which all students, parents, staff, stakeholders and partners are **PROUD** to make success happen.

Our values

Our values have been developed by students and staff and form the basis of our ethos and culture. All members of our school community subscribe and work towards always being:

Positive

Respectful

Open Minded

Unique

Determined

Proud to Make Success Happen

Our students

Our students are the strength and lifeblood of the school and consequently their needs are at the centre of all that we do.

Although the majority of our students live within 3km of the school, they have a diverse cultural and ethnic heritage. Of our students, 40-50% have roots established locally over several generations, whilst others are first generation arrivals from Eastern Europe, Africa and Asia. We celebrate the diversity of our community and inclusion is at the heart of our culture.

Our team

We have energetic and dedicated teachers, middle and senior leaders at Uxbridge High School. The governing body is well established and is resolved to drive ever further improvements in standards by working with the school and leadership team.

The profile of the teaching body, including curriculum leaders, is young. Uxbridge High School was the first school in the UK to fully adopt Teach First and we are constantly looking for new and innovative ways to recruit and develop all of our staff.

Our facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s is still in use and is complemented by developments in the 1970s, 80s and 90s. You will work in an exceptionally well-maintained school with high spec specialist classrooms, laboratories and facilities.

Our most recent accommodation includes an excellent £6m Sixth Form centre, a state-of-the-art full size indoor sport facility and a new £2.1m Art and Drama centre.

Our partnerships

To ensure the best opportunities for our students we have strong relationships with a number of local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders and the Royal Shakespeare Company.

Our website

Our website (www.uhs.org.uk) and twitter accounts (@UxbridgeHighSch, @UHSPincipal, @UHSPE, @UHS_PA; @UHSCPD) give a fantastic insight into the life of the school and are used widely by parents and other stakeholders. Please do have a look at these before making an application.

Our location

Uxbridge is in the borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London. The school is close to Uxbridge town centre, which is served by bus and tube links to central London. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.

Key school facts and statistics

Type of school	Converter Academy since June 2011
Age range	11-18
Number of students	1,244
Number of teaching staff	76 teachers
Pupil Premium Students	38%
Number of Statemented Students	8
Students from minority ethnic groups	68%
% of Students whose first language is not English	47%
GCSE A*-C incl. En/Ma:	56%
Attainment 8:	46 C-
Ebac:	21%
A-level results 2016 APS per A Level entry:	26 new points (202 old points) C-
Vocational 2016 APS per entry:	36 new points (226 old points) Distinction
University admissions	66%



PROFESSIONAL DEVELOPMENT AT UHS

Uxbridge High School proudly offers an all-encompassing professional development programme for all staff employed by the school. Our range of professional development opportunities support colleagues with their individual needs facilitating success for all.

Time is dedicated to CPD throughout the year for staff in which the training offered has been consistently judged as very high quality. We use the CPD budget creatively to invite engaging and relevant guest speakers to the school as part of our highly engaging development days.

In modern times we understand that there is an increasing desire for accredited qualifications including Masters qualifications and we are proud to confirm that we support colleagues in their pursuit of higher and further education.

Our commitment to outstanding leadership is illustrated in our short, medium and long term training courses for leaders at all levels. We host the Teaching Leaders course for middle leaders as part of our package and work closely with a number of local schools to enrich our offer.

Furthermore we support colleagues as appropriate in attending external CPD courses. For example, colleagues may request to attend exam board feedback or subject specific external courses to support their development and therefore all colleagues are encouraged to be pro-active in seeking their own individualised professional development opportunities.

Support for colleagues joining Uxbridge High School

Starting a new school is challenging for all staff regardless of their position. At Uxbridge High School we go that extra mile to ensure all staff experience a comprehensive induction and are intensively supported during their first term.

We provide all staff with a full induction covering key policies and procedures relevant for Uxbridge High School and all teaching staff experience an additional session focused on teaching and learning pedagogy and securing at least good progress for all students. We refer to this as our 'flying start' programme and have thus far received 100% positive feedback on the outcomes. We trust that colleagues joining our existing strong team will flourish.

Initial Teacher Training and Newly Qualified Teachers

Uxbridge High School has developed an extensive and comprehensive programme of Initial Teacher Training and we have a very successful history of working with PGCE students, Teach First participants and NQTs. The induction support programme is an individualised programme of support, monitoring and guidance which aims to develop participants into outstanding practitioners. We work incredibly hard to ensure that the statutory requirements are not only met, but exceeded, to ensure a positive and rewarding experience for all involved. This is built upon effective CPD, experienced subject and professional mentors and a drive to ensure that we make success happen.

Initial Teacher Training (ITT)

Uxbridge High School supports a number of student teachers studying for their Post Graduate Certificate in Education through their school experience. Currently we have partnerships with Brunel University, The Institute of Education and Kingston University taking students in a variety of subjects. Many of these

institutions have recently been graded as outstanding by Ofsted and therefore we can be sure that we are working with the very best training providers. Student teachers are provided with a full support network to develop their professional practice. They take part in weekly CPD sessions which are specific to their training needs, have regular meetings with both a subject and professional mentor and regular developmental observation.

Newly Qualified Teachers (NQTs)

At Uxbridge High School we have a full NQT programme which aims to support newly qualified teachers in their development as professionals. This consists of weekly CPD sessions, strong mentor partnerships and on-going observations. The training programme is under continued evaluation in order to ensure that it has the desired impact for all participants. Uxbridge High School works closely with the local authority to ensure effective provision and support for all NQTs in them completing their induction year.

We aim to provide all NQTs with opportunities to:

- gain experience of working with young people in the classroom and general school situation;
- develop a range of teaching strategies;
- gain experience in planning, teaching and evaluating lessons and schemes of learning;
- develop skill and understanding in classroom management techniques;
- gain the confidence and skills to establish a purposeful learning environment;
- observe other teachers;
- gain experience of school, department and pastoral organisation; and
- develop the ability to work positively with young people, colleagues and parents.

Teach First

Teach First is an organisation which aims to address educational inequality for children from low socio-economic backgrounds by narrowing attainment gaps. Uxbridge High has a strong history of involvement in the Teach First programme, being one of the original start up schools. Our Teach First participants receive a full support programme which is based on a strong partnership between Teach First and Uxbridge High School. As well as developing as teachers, the participants complete academic studies which support their professional development. Each teacher gets a full programme of weekly CPD sessions, a number of mentors who they meet with regularly and frequent observations with developmental feedback.



UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: DATA MANAGER

Responsible to:	Leadership Team line manager / Principal
Grade / Salary:	UHS APR 40 - 44, Salary 37, 293 – 41,025 pa
Hours:	36 hours per week, 52 weeks pa (with 33 days holiday pa).
Overview of role expectations	
<ul style="list-style-type: none">• To lead on all aspects of data across the school. Create and develop analytical solutions to exploit the school's data information systems. Take responsibility and lead in managing the school's information and reporting requirements. To lead an effective training programme on information tracking and reporting systems for staff.• To be sufficiently discreet and able to work with highly confidential information with discretion.• All the above to be in accordance with any directions which may reasonably be given by the Leadership Team line manager / Principal.• To present on data at meetings (eg leadership, governing body, INSET days, inspection team meetings etc).	
Responsibilities and Tasks.	
1.	To research and investigate data systems and reporting tools which will improve the productivity, efficiency and the overall effectiveness of the school.
2.	To participate in the strategic decision making of the school relating to all aspects of data information systems as and when required by the Principal and leadership team.
3.	To lead and proactively promote, collaborate and drive the use of data across the school.
4.	To work closely with middle and senior leaders to ascertain information requirements and provide relevant solutions.
5.	To analyse national data documents, including ASP, the Sixth Form L3VA and ALPS and present summary findings to middle and senior leaders and the governing body.
6.	To create and develop a suite of tools to enable the effective monitoring of vulnerable students.
7.	To work closely with the ICT manager to continue the ongoing integration of the schools MIS.
8.	To devise and implement procedures to meet the organisational, technical and strategic demands of the school.
9.	To work with the Examinations and Data Officer and timetabler to ensure the necessary data systems and processes related to these areas are supported, evaluated and improved upon.
10.	To oversee and line manage the Sixth Form data and procedures. To recommend and implement approved data related projects.
11.	To produce clear, concise and accurate information to support senior and middle leaders in raising standards of performance in the school.
12.	To oversee the operational data systems within the school and ensure all statutory reporting requirements are met.
13.	To provide strong support to staff. To audit, develop and deliver a data training programme for relevant staff through training days and one-to-one training.
14.	To support teaching staff in the use of data to raise standards of student and staff performance.
15.	To support associate staff in using data systems to improve their productivity both in the short and long term.

16.	To manage and develop the academic, behavioural and report databases.
17.	To produce data analysis reports for a range of audiences including non-specialists.
18.	To contribute to the whole school evaluation process providing necessary data for staff.
19.	To make improvements to the collection, interpretation and dissemination of attendance data in conjunction with the Inclusion Officer.
20.	To adapt and develop the school's MIS system.
21.	To train governors on data and interpreting results and findings, as well as assisting them to use and understand data.
22.	To keep up to date with new developments related to data information systems reporting back to the leadership team on a regular basis and to disseminate good practice.
23.	To implement and manage the school's online reporting tool to all its stakeholders.
24.	To be familiar with and ensure compliance with all current legislative requirements eg data protection, copyright and computer misuse etc. and advise staff as appropriate.
25.	To undertake training and development relevant to the post and in line with the school's developing profile.
26.	To participate in skills transfer as part of the ongoing development of a flexible team.
27.	To perform any other duties necessary to aid the growth and development of the post.
28.	To undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.
In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal and leadership team line manager and be prepared to carry out any other duties commensurate with the general level of this appointment.	
Name of Post Holder: _____ Signature: _____ Date: _____	



UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: DATA MANAGER

Criteria

Qualifications / Education / Training

1. Degree or equivalent qualification showing an element of statistical analysis (NB a degree title including Mathematics, Statistics or Computer would be accepted as fulfilling this requirement. For other degrees / qualifications we will require on application that candidates show clearly details of relevant projects or courses with forms of analysis used).
2. An excellent command of written and spoken English.

Experience

3. Experience of working with performance information, statistical analysis, management information or data collection.
4. Experience in the use of ICT systems and software, particularly to interrogate data. This could include Access, SQL, Business Objects and Crystal reports as well as demonstrating high level skills in Excel, including pivot tables.
5. Experience of writing professional reports.*
6. Working knowledge of educational MIS systems eg SIMS.net.*
7. Experience of managing staff.*

Skills, Knowledge and Abilities

8. Ability to prioritise work and to meet deadlines.
9. Ability to work as part of a team or on own initiative.
10. Ability to communicate clearly through a variety of media to audiences with differing levels of understanding.
11. Ability to complete work accurately, clearly and concisely.
12. Ability to interpret and act upon guidance and policies, both national and local.
13. Knowledge of collection, cleaning, analysis and dissemination of statistical information.
14. Knowledge of statistics and the ability to explain concepts to users at all levels of experience.
15. Knowledge of education KPIs/ headline measures

Equal Opportunities

16. Commitment to equal opportunities and inclusion.
17. Ability to promote and support the school's Equality and Diversity Policy.

Disposition

18. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.

19. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
20. To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the school.
21. Demonstrate a diligent, "can do" attitude.
22. Energetic and enthusiastic, with a naturally positive outlook.

**desirable*



ADVERT

Uxbridge High School,
The Greenway,
Uxbridge
UB8 2PR

Data Manager

Salary: UHS Support Pay Range 40-44 (inclusive of Outer London Weighting).

Actual salary: £37,293 – 41,025 pa, dependent on experience.

Full Time – 36 hours per week

PROUD TO MAKE SUCCESS HAPPEN

Uxbridge High School is an ambitious and dynamic converter academy with over 1,200 students aged 11 - 18. We have much to celebrate at Uxbridge High School including a committed and focused staff, outstanding facilities, strong relationships with the community and school partners, supportive Governors and a thriving sixth form. As an early adopter school for Progress 8, we value the successes of every child, whatever their starting point. All of this takes place within a truly comprehensive and multicultural school that reflects life in modern Britain.

Our school values have been developed by students and staff and form the basis of our ethos and culture. All members of our school community subscribe and work towards always being: **Positive, Respectful, Open Minded, Unique, and Determined: Proud to Make Success Happen.**

THE ROLE

Uxbridge High School wishes to appoint an enthusiastic and skilled professional to lead on all aspects of data across the school, including creation and development of analytical solutions to exploit the school's data information systems; taking responsibility and leading in managing the school's information and reporting requirements; and to lead an effective training programme on information tracking and reporting systems for staff.

Relevant experience of working with performance information, statistical analysis, management information or data collection is essential, as is experience in the use of ICT systems and software, particularly to interrogate data. Experience of writing professional reports and working knowledge of education management information systems such as Sims.net are desirable.

For the right candidate this role has potential for further development and progression in overseeing exams and exam access arrangements.

We would welcome applications from exceptional people who can make an integral contribution to Uxbridge High School.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Please take the time to view our website (www.uhs.org.uk) before making an application. This gives a fantastic insight into the life of the school.

HOW TO APPLY

Please complete an application form – associate and recruitment monitoring form (which can be found on the Join UHS page of our website www.uhs.org.uk) prior to the closing date. The application form includes career history and contact details and, therefore, a CV is not required. A supporting letter can be included if you wish and should be no longer than 2 pages of A4. Ensure that you detail how your experience and skills meet the Person Specification.

Closing date for applications: 23 February 2018

Interview date: Interviews will be held w/c 5 March 2018