



Data / SIMS Officer

RECRUITMENT INFORMATION PACK

Don Valley Academy

Jossey Lane
Scawthorpe
Doncaster
DN5 9DD

RECRUITMENT INFORMATION PACK

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Dear Candidate

At Don Valley Academy we believe that our core purpose is to prepare young people to enter a fast moving and rapidly changing environment. To prepare them for such a challenge we work to develop their skills, knowledge and resilience which in turn will enable them to achieve the highest possible qualifications.

Don Valley became an academy with Delta Academies Trust (formerly School Partnership Trust Academies) in September 2011; we found a sponsor who shared our inclusive ethos, our passion for learning and the highest expectations of each and every member of our school community. We serve the Toll Bar, Bentley, Scawthorpe and Arksey areas in the north of Doncaster with seven partner primary schools and a thriving partnership with our four Delta Trust sister academies. Collaboration exists at both strategic and operational level with shared transformational practice and effective networking across a number of school improvement areas.

Our academy is at a very exciting time in its development and this is an excellent time to consider joining us: our new build is now complete which will enable us to further lever up our paced school improvement journey.

Don Valley Academy works with the students to ensure that they learn in a happy and caring environment. Whilst there is a strong emphasis on academic achievement all students are encouraged to take part in a wide range of extra-curricular activities outside the classroom. The Mission of the Academy is 'Raising Expectations for All' and we will challenge and motivate the students to ensure that they reach their full potential.

We have a thriving sixth form with a bespoke Post 16 centre; evidentially, outcomes for our students are ranked highly across the borough's sixth forms with a sustained development in the number of students applying, successfully, through UCAS.

I hope that you will seriously consider applying for a post at our academy; we are looking for leaders of learning who will facilitate world class experiences for all our young people so that every Don Valley student achieves their potential. I look forward to receiving your application.

Yours faithfully

Richard Brooke

Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve. You can find out more details about Delta and our academies at www.deltatruster.org.uk

Vision

‘Changing lives’

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the ‘Seven Principles of Public Life’
- Promote environmental awareness and protection locally, nationally and globally

Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobssouth@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

DON VALLEY ACADEMY DATA/ SIMS OFFICER

Permanent / Full time

**Salary: Grade F point 23 - 26
(£21,268 - £23,398 Per annum)**

Required as soon as possible

We are seeking to appoint an energetic and hardworking Data and SIMs Officer to join our well-respected and successful Academy.

The successful candidate will:-

- have excellent ICT skills
- have an ability to analyse data and present information in a clear format
- have proven skills of working with spreadsheets
- be able to work independently to tight deadlines

We look forward to you joining our dedicated and supportive team.

Visits to the Academy are warmly welcomed by appointment.

Closing Date: Tuesday 9th January 2018 at 12 noon

An application pack can be downloaded from

recruitment.deltatrust.org.uk

or by contacting our recruitment team on

0345 196 0095

or email

jobssouth@deltatrust.org.uk

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

JOB DESCRIPTION

Post: Data/ Sims Officer
Salary: Grade F (pt.23-26)
Hours: 37 hours, All year round
Responsible to: SLT Line Manager

Purpose of the job:

To co-ordinate all aspects of information and data management, including preparation of timetables and maintenance of student and staff records in order to ensure the availability of accurate and meaningful data

Responsibilities and accountabilities:

1. To develop data management and storage systems, in order to ensure data is up to date, accurate and accessible.
2. To play a key role in the development of efficient and reliable data gathering systems and procedures.
3. To provide appropriate staff training and guidance in the use of the academy's data management system.
4. To assist with data analysis, using SIMS modules as appropriate.
5. To develop and manage the academy's reporting system, to design report layout.
6. To assist staff whilst using the software and resolve any issues with the software publishers.
7. To use product knowledge and expertise to contribute to the development of the whole academy timetable.
8. To work with SLT to co-ordinate the provisions of accurate timetables for students and staff at the start of the academic year, to publicise these in school and to be the key person to resolve problems and amend timetables throughout the year, taking into account staff and student turnover and group changes.
9. To take general responsibility for the smooth administration of the academy timetabling system.
10. To be responsible for the completion and submission of complex forms, returns, statistics and data analysis etc. for the academy and Trust, including those to outside agencies, e.g. DfE, and to investigate and resolve related queries to ensure that data is correct.
11. To liaise with, provide information for and process data from outside agencies.
12. To be responsible for monitoring information within 'Assessment Manager', producing reports when required.
13. To liaise with departments and provide information and to design and produce class and student reports.
14. To produce, collate and arrange distribution of reports.
15. To establish and maintain records and to design mark sheets for data input and to produce termly reports, liaising with SLT.
16. To ensure data is collected and transferred as appropriate.
17. To produce mark summary sheets to appropriate staff and to provide analysis of data when required.
18. To undertake year-end routines relating to leavers and admissions.
19. In the event of the absence of the Exams/Cover Manager to secure cover for day to day and long term absences, ensuring that cover teachers have the necessary checks against both List 99 and information held by the DBS as well as the skills and experience to minimise the disruption to the learning process.
20. In the absence of the Exams/Cover Manager to implement and produce cover reports and statistics for monitoring purposes when required.

- 21.To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- 22.To comply with the Academy policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals

Internal: Students, staff, EAB members, parents and any other visitors to the Academy

PERSON SPECIFICATION

Data / SIMS Officer

	Essential	Desirable
QUALIFICATIONS		
GCSE in both Maths and English grades C or above (or equivalent)	*	
Recognised and relevant vocational qualification (NCQ level 3) and/or equivalent practical work experience	*	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	*	
EXPERIENCE & KNOWLEDGE		
Experience of working in a school environment	*	
Previous experience of working with and interpreting data	*	
Experience within a supervisory role		*
SKILLS		
Excellent communication and listening skills	*	
Excellent relationships with staff and students	*	
Ability to respect and maintain confidentiality	*	
High levels of accuracy and attention to detail	*	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	*	
Knowledge of computerised student information and assessment systems	*	
Efficient and effective organisational skills	*	
Ability to respect and maintain confidentiality	*	
Ability to work independently or as part of a team	*	
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS		
Commitment to self and team development	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*	
A professional responsibility to promote and safeguard the welfare of children and young people	*	
The post holder will require an enhanced DBS	*	

ACADEMY'S STATISTICS PAGE

Don Valley Academy Facts and Statistics		
Type of School	Secondary	
Age Range	11-18	
Location	Jossey Lane, Scawthorpe, Doncaster, DN5 9DD	
Co-educational or single sex	Co-educational	
Specialisms	Performing Arts	
Number of students on roll	972	
Attendance	93.4%	
Date school established	1959 and became an Academy in September 2011	
School Awards	"Most improved School in Doncaster for English and Maths" 2011 In the top 100 most improved schools nationally (2008-2011) CPD Award Arts Mark Gold IIP	
Number of teaching staff	75	
Number of associate staff	75	
% of students on free school meals	19.7%	
% of students with SEN-statemented	1.46% (including sixth form)	
% of students with EAL	4.1%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2010	39%
	2011	54%
	2012	54%
	2013	47%
	2014	45%
	2015	37%
	2016	57%
A Level Results 2015	Vocational APS per student - 256.4 Academic APS per entry - 199.8, APS per student - 749	
Applications for University Admission	2011	100%
	2012	100%
	2013	100%
	2014	100%
	2015	100%
	2016	100%
No of students in 6 th Form	163	