

St Matthew's RC High School



Data Manager

Application Pack

Appointment of a data manager

The governors of St Matthew's RC High School are looking for a highly motivated and expert data manager with a proven record of using whole school software packages. This is a new post within St Matthew's RC High School that will allow the successful candidate to become a key member of the school staff as we continue to improve academic standards. The data manager will be responsible for providing pupil data, performance analysis and providing training for staff on our data analysis packages.

Applicants

You should be an experienced user of data with in a school environment and able to use your widespread knowledge of school information management systems and data packaged to support school evaluation and track pupil progress. You must be able to establish excellent relationships with colleagues, and work well within a team.

Applicants should be fully supportive of St Matthew's Catholic foundation.



The Head Teacher and the Governing Body of St Matthew's RC School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for all posts prior to commencement.

Salary: Scale 6 (Pt 27-31) FTE £23,935 - £27,394 Local Government Pay Scale

(This post is available as fulltime or as TTO + 10 days (40 weeks in total)+ 25 days holiday pay entitlement Actual gross annual salary approximately £20,952 - £23,980)

Scale 7 (Pt 31 - 36) may be available for an exceptionally experienced and qualified candidate

St Matthew's as a Catholic School

St Matthew's RC High School is dedicated to promoting a distinctive Catholic ethos by upholding the teachings of the Catholic Church. This means that everything we aim to achieve will be based on the teachings and practice of the Catholic Church.

Our motto is "Quaerite primum regnum dei" - "Seek first the Kingdom of God" - and our aim is to achieve this motto in our school life. We are committed to developing the full potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of co-operation and treat each other with courtesy and respect at all times.



Our ethos is very important to all members of our Community. We have religious assemblies, acts of worship in classrooms, Masses on feast days and other services throughout the year. All pupils follow RE at KS3 and KS4 all pupils take GCSE RE. Furthermore, we believe that the school is a place where we live out our Christianity on a day-to-day basis, making sure that each member of our Community is respected and appreciated.

The school is a member of the Manchester Catholic Education Partnership (MANCEP) and so has strong curriculum and pastoral links with the other Manchester Catholic High schools and Sixth form colleges. There is a joint training day each year. We also have very strong links with other schools across Greater Manchester.

The staff

Our staff, both teaching and non-teaching, are extremely professional, hardworking and very supportive of each other. There is a good balance of staff who have worked for many years at the school and others who have joined us more recently. Staff are actively encouraged to maintain a healthy work / life balance. A notable feature of the school is the number of former pupils who are now members of staff.

We have a strong programme of training and development for all staff which is based both school development needs as well as personal ones.



OFSTED analysis

We were inspected in September 2015. Key headlines were:

- ✓ The headteacher has established a strong culture, shared by other senior leaders and governors, that places the students and their families, and in particular their welfare at the centre of the school's ambition.
- ✓ The curriculum is a strength it includes a broad range of academic and vocational courses to which all students have access. This ensures that most students move on to further education, training and employment after Year 11.
- ✓ Students' spiritual, moral, social and cultural development is a strong feature of the school's work. Students are keen to serve the school and wider community, and are well prepared for life in modern Britain.
- ✓ High-quality support to keep students safe is a strength of the school.
- ✓ The school takes its responsibilities to promote equality of opportunity very seriously. Students have open access to all subjects of the curriculum. During the inspection they showed a strong awareness that no discrimination of any kind is tolerated by the school.
- ✓ The school provides a safe and harmonious environment for learning and promotes students' spiritual, moral, social and cultural development well.
- ✓ Many students contribute well to the life of the school and its community through, for example, taking responsibility for others as mentors and 'guardian angels' to younger students.
- ✓ Over the last three years, students' achievement at Key Stage 3 has risen significantly and steadily. This is because the school has put in place strong foundations in Key Stage 3 to improve students' achievement throughout the school

Salford Diocese Inspection (Section 48) June 2016

- ✓ St Matthew's is a good school overall, where the mission statement of "we pray, we care, we achieve" is central to the work of the school. Governors and school leaders are clear in their mission for all pupils and inclusive to the most vulnerable.
- ✓ Positive relationships form the basis on which pupils are encouraged and loved to grow in their faith. This is supported by the adult community, who articulated and displayed a very strong commitment to their place of work.
- ✓ The governing body, headteacher and leadership team have strong and visionary leadership, which is shared by staff, pupils and parents.
- ✓ Pastoral care is outstanding, a strength, and the school's mission statement identifies 'care' as one of the core values. Pupils and adults are safe, because of the very high quality of safeguarding protocols. Pupils respond well to the wide range of opportunities to be involved in charitable activity and other forms of Catholic Action.



You are asked to complete the enclosed support staff application form which you can also download from the CES website

<http://www.catholiceducation.org.uk/employment-documents/application-forms>

You should include the names of referees as stated on the application form, one of whom must be your **current** or most recent employer.

The completed application should be returned to us either by post or email

contact@smrchs.com by **3pm** on **Monday 14th November 2016**

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Job Purpose

- To ensure the efficient and effective management and use of data within St Matthew's High School.
- Monitoring the use of data and the production of statistical analysis to maximise the effectiveness of the existing Management Information System.
- To be responsible for the collection, collation and dissemination of all pupil attainment, assessment and pastoral data as required, to the Senior Leadership Team, staff, pupils and parents/carers.
- To be responsible for the management of the collation and production of assessment and reporting information for pupils in line with internal/external deadlines.
- To input and export data and provide staff with comprehensive, accurate, timely and relevant attainment data and information to drive academic progress.
- To provide practical support to SLT members responsible for data and progress in the development and provision of data for analysis.

Specific Responsibilities

Data Management

1. To accurately input and extract pupil data using St Matthew's High School information systems which will enable any relevant staff to
 - a. Review the information for trends and inconsistencies
 - b. Undertake detailed analysis of data
2. To periodically produce detailed but easy to interpret reports for senior management and curriculum leaders identifying areas of improvement or concern.
3. To administer the tracking system, ensuring it is up to date and synchronised with St Matthew's High School MIS.
4. To create and maintain data templates, mark sheets and reports using St Matthew's High School MIS.
5. To assist the senior member of staff responsible for data and progress with the analysis of pupil data including (but not limited to) attainment, including checking data for accuracy.
6. To prepare, produce and disseminate pupil assessment reports in line with the School assessment calendar.
7. Provide accurate current analysis and interpretation of data to the senior leadership to assist in their decision-making e.g. Exam data, attainment and attendance data.
8. To be responsible, following liaison with the relevant members of staff, for the completion of appropriate statutory returns (including, but not limited to the school census)

9. Liaise with colleagues and external agencies to ensure that all information is accurately collected, recorded and disseminated in order for it to be analysed and interpreted.
10. Have overall responsibility for the maintenance of the school's attainment and analysis systems (i.e. SISRA Analytics).
11. Attend relevant meetings when required, and report to SLT in order to provide updates on the implementation of the data strategy in relation to the analysis of key reports.
12. Become an expert in the use of St Matthew's High School's assessment systems and support users where required, including delivering training for staff on the attainment and assessment systems.
13. To keep up to date with all legislative and government policy changes relating to information management and their implications.
14. Understand and ensure that St Matthew's High School complies with the requirements of the Data Protection Act and carry out work in accordance with these requirements

Strategic Management and Development

1. To advise senior leadership on the efficient and effective management of information, including:
 - a. Regularly reviewing systems and procedures for the management of information investigating, as required, alternative approaches to the management of information.
 - b. Making recommendations, where appropriate, on the revision and refinement to St Matthew's High School's management of information
2. To lead on and project manage, as required, any revisions to St Matthew's High School's systems and procedures for the management of information.
3. To work with the senior leadership to encourage staff to develop the use of data as an analytical tool.
4. To present and communicate data in a range of formats to a variety of audiences when requested.

Other/General

1. To keep informed and abreast of developments in data management in relation to an educational environment and make recommendations to senior leadership accordingly.
2. To be flexible and work according to the needs of St Matthew's High School, undertaking any other duties, which may be required as directed by the Senior Leadership Team including assisting in other sections of the administration.
3. Contribute to the overall ethos/aims of St Matthew's High School.
4. Recognise own strengths and areas of expertise and use these to advise and support others.
5. To set an example of personal integrity and professionalism.
6. Attendance at appropriate staff meetings.

7. Any other duties as commensurate within the grade to ensure the smooth running of St Matthew's High School.

Work Context**Communications and working relationships**

The post holder will be required to liaise with various members of staff within St Matthew's High School and the wider community. Key contacts are likely to include SLT, Examination Officer, Office Manager Curriculum & Progress Leaders.

The post holder will be required to work as part of the school's administration team, building good working relationships with all team members to deliver effective services.

Innovation (decision making and creativity)

The post holder will be required to make decisions within their area of responsibility using their initiative to provide creative solutions for problems that may arise.

Resource management

The post holder as a member of St Matthew's High School's administration team will be required to ensure that the admin resources are managed within the school's best value statement guidelines.

Person Specification

1. Qualifications	Essential	Desirable
At least 5 GCSEs at grade C and above which must include Maths and English Language or equivalent qualifications.	X	
Degree in a subject with numeracy requirement and/or relevant experience of data use		X

2. Skills and Knowledge	Essential	Desirable
Knowledge and experience of a schools management information system e.g Facility/ SIMs	x	
Advanced Excel skills and have the ability to analyse complex information from a range of reporting systems.	X	
Good working knowledge of MSWord, PowerPoint	X	
Excellent interpersonal skills and can communicate effectively both orally and in writing	X	
Ability to interpret, communicate and present data effectively in an easy to read, user friendly format for a variety of audiences.	X	
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	X	
Ability to set up and maintain efficient manual and computerised administrative systems to ensure smooth running and streamlined services.	X	
Ability to work under pressure, prioritise own workload and workload of others in order to meet deadlines	X	
Ability to be proactive and use own initiative be creative and think beyond the obvious solutions.	X	
SISRA or similar assessment analysis programmes		X

3. Experience	Essential	Desirable
Experience of managing and maintaining SIMS/Facility within a secondary school setting.		X
Experience of reporting to Senior Leaders and providing a strategic direction in the management of data.		X
Experience of working in a pressurized environment with competing deadlines		X

4. Values	Essential	Desirable
Applicants should be fully supportive of St Matthew's Catholic foundation.	X	
A commitment to safeguarding and promoting the welfare of children and young people	X	
A willingness to undertake appropriate training and disseminate with others	X	
A commitment to equality of opportunities.	X	