



CANDIDATE INFORMATION BROCHURE

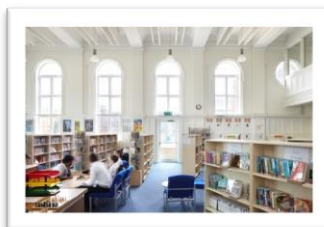


Richmond Park
Academy
To make our best better



Academies
Enterprise Trust
To make our best better

To inspire young people to make their best better



June 2017

Dear Candidate

Welcome to Richmond Park Academy and thank you for your interest in our school. Richmond Park Academy, a co-educational secondary school in Richmond upon Thames, opened in September 2010 and is part of Academies Enterprise Trust (AET), the largest nationwide, multi academy sponsor in the country.

AET are a national network of 66 primary, special and secondary academies. We are passionately committed to inspiring children and young people. We firmly believe that all young people deserve to become world class learners - to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Richmond Park Academy recently enjoyed a £10m refurbishment and has an exciting future. This appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

Paul Mundy-Castle
Principal

Richmond Park Academy

Richmond Park Academy (RPA) is situated in East Sheen, close to Richmond Park, which is the largest of the capital's eight Royal Parks and the biggest enclosed space in London. Richmond, Kingston and the West End are all between 15 and 30 minutes journey from the school and our proximity to central London means that students can benefit enormously from the vast range of social, cultural, sporting and academic opportunities that we are able to access. Our student body is diverse, exciting, and talented - and the same is true of our staff. We put huge emphasis on professional development, much of it in-house, and are proud of the high number of good and outstanding teachers who work in our school. We are also noted for our 'can do' attitude. We are keen, always, to encourage new and/or young staff to make their mark as soon as they are ready.

Many targets have been achieved on the road to achieving our goal of becoming the preferred secondary school choice in our local area. Incoming cohorts are now at healthy numbers and forecast results for upcoming years are looking strong. We are looking to deliver consistent results that accurately reflect the skills and commitment of teachers and students alike and we want those results to ensure that RPA becomes the school of choice for all local parents. Many in this affluent area take the independent route. Our challenge is to compete and deliver a compelling alternative.

The school completed a £10m rebuild and refurbishment programme, including the introduction of a 6th form, in 2014. Our Year 7 base, the Acorn, is innovative and very effective in ensuring a smooth transition for Year 7s into the academy. Our 2012 Ofsted reported that we were a "good" school in all categories. The inspector wrote: "Leaders and managers share a commitment to drive up standards, provide a broad and sturdy foundation for students' future well-being and establish the academy as the school of choice within its locality."

For us, balance is key. Students are encouraged to participate in as many different activities as possible and make the most out of their time with us. We are very proud of our extensive and free extra-curricular activities which are challenging, varied but inclusive. The wide range of student backgrounds - socio-economic, ethnic and academic - is a reason for the schools investment in spiritual, moral, social and cultural development (SMSC) and extra curricular opportunities. We consider this approach to be a huge strength of the school. Those considering higher education have frequent opportunities to visit a range of redbrick and Russell Group universities. In addition, whilst we are focused on good behaviour and standards we are also a happy school. A core part of our ethos, encapsulated in our RPA pledge, is kindness. This is a fundamental part of our teaching. RPA sends kind and well educated young people out to further education or the world of work and we are proud of that balance.

If you would like to be a part of our journey, please visit our website for more information and details of how to apply.



Job Description

Job Title: Data Manager - Curriculum and Assessment

Location: Richmond Park Academy

Hours of Work: 37 hours per week
43 weeks per year
Term time plus x 5 developmental days plus 20 additional days

Reports to: Deputy Principal Curriculum

Purpose of the role:

To maintain timetables and update or amend as needs arise, ensuring accurate timetable information is available on the school's MIS

- To maximise pupil achievement by assisting with the –construction of the timetable to enhance teaching and learning within the school, and beyond the school where programmes require
- To oversee the use of data collection software to ensure that pupil progress data is up to date, and shared with all staff, parents and pupils as set out in the Assessment Recording and Reporting policy of the school
- To maintain a system of analysis tools and presentations of accurate analyses for various audiences and purposes to ensure that pupil progress is effectively monitored
- To manage the downloading of external reports and analyses of the school from appropriate sources, and to provide presentations which highlight and summarise issues to a variety of audiences, including, Middle Leaders, Classroom teachers, Parents and pupils as appropriate
- To ensure the production of reports and pupil data profiles are available and accurate in line with the school's Monitoring and Evaluation reporting
- To review, refine and develop such systems of pupil data tracking and analyses, timetabling and timetabling resources to ensure a continuously improving and effective service to the school and its users
- To ensure that all appropriate analyses reports and returns to outside audiences are provided accurately and to deadline as required
- To provide analysis of all public examination and test results in a variety of formats to meet internal and external needs, accurately and on time
- To maintain all aspects of the school's MIS, including Progresso modules, providing advice and training on access, development and safe use.

Data Management:

- To assist the Deputy Principal Curriculum lead on the school's data collection and reporting systems, ensuring systems are robust, accurate and maintained
- To ensure appropriate timetable advice, rooming, staffing and time is communicated to relevant staff and made accessible to deliver the school's curriculum
- To maintain an up-to-date awareness of curriculum and technological issues that support the timetabling and analysis of data relating to achievement of students
- To assist with the monitoring and evaluation of the timetable provision across the school, and to advise the Deputy Principal Curriculum accordingly of any adverse impact
- To maintain high quality communications with colleagues of the service to ensure its continued success and advancement
- Collect, collate and analyse data and statistical information, and provide reports to staff and a range of external bodies as required, including the preparation and delivery of statutory and non-statutory returns.

Students:

- In conjunction with the Deputy Principal, to ensure that students are provided with the highest standards of timetabling, staffing, rooming and resources to meet their learning needs
- To maintain systems to ensure that student progress is measured, tracked, and issues raised with appropriate managers and leaders. To liaise with key staff where appropriate

Staff:

- To provide Information, Guidance and Support in completing data returns, ensuring appropriate and relevant adapt information is available to all staff, and analysis tools are provided which allows clear interpretation and intervention opportunities to be initiated
- To run weekly drop in data support sessions
- Be responsible for the Staff Communication internal website, designing, creating pages and graphics, maintaining up to date content, checking links and liaising with staff
- Be responsible for and administer all Online Applications, such as Show My Homework and Kerboodle
- Manage bookings for all IT classrooms, all laptop trolleys, iPad trolleys and video cameras etc.
- Manage Lessonbox – procedurally and all bookings, installing in classroom when requested and processing videos and sharing with teaching staff

Curriculum, Review and Development:

To keep abreast of current developments in relation to 11-19 agenda nationally, and in developments relating to data analysis and timetabling specifically

- To provide information and analysis for whole school reports, School Improvement Plans and Curriculum Response documents as required through the school calendar and requests from SLT

Assessment, Reporting and Recording:

- To ensure that systems are in place to collate and analyse pupil attainment data in line with whole school policy
- To ensure that assessment, reporting and recording systems meet high standards, and school procedures
- To ensure that staff, parents and pupils are provided with useful and accurate data to ensure that interventions can be targeted effectively, and that information regarding progress is clear and understandable

Record Keeping:

- To ensure that the school has a systematic data storage and access system for pupil data and examination results
- To maintain a data base of staff loadings, curriculum analysis and staffing budgets for internal and external analysis

General:

- To undertake further tasks that are reasonable within the parameters of the job
- To work within the school's Equal Opportunities policies adhering to this at all times

1. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Data Manager - Curriculum and Assessment

General Heading	Details	Essential	Desirable
Qualifications	Qualification required for the role	N/A	
	Education and Training	Attainment of level 3 qualifications or equivalent (eg: A levels)	
	Working with Children	A desire to improve life chances for all young people	
Knowledge / Experience	Specific knowledge / experience required for the role	Minimum of 2 year's practical administrative work experience. Experience of school data & information systems in a school environment (SIMS). Practical experience of word processing, excel, e-mail & other office electronic applications. Ability to produce statistical data in a spreadsheet format. Ability to analyse/interpret data.	Knowledge of data analysis administration, processes and regulations – using Progresso. Knowledge of recent developments in exams
Skills	Line management responsibilities	N/A	
	Forward and strategic planning	Working in an environment that included decision making, balancing conflicting demands and assessing appropriate solution	
	Budget (size and responsibilities)	N/A	
	Abilities	Good typing and word processing skills. Good oral and written skills. Good organisational skills. Good communication skills. Good working knowledge of all aspects of Google	Knowledge of electronic display and presentation formats.
Personal Characteristics	Behaviours	Professional, tactful & sensitive. Discreet and confidential. Ability to work on own initiative and within a team.	
Special Requirements	Leadership	An ability to get the best out of people	

Academies Enterprise Trust



Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 66 schools (Primary, Secondary and Special) across England.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.



Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have to access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education



A New and Open World for Learning

Staff Benefits



Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.