

Job Pack

Data/Cover Officer

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Principal Mark Malcolm

Dear Applicant,

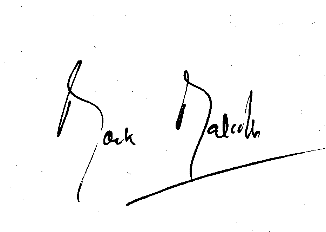
Thank you for expressing an interest in the post of Data/ Cover Officer at The City Academy, Hackney. We are achieving exceptional results to match our status as an outstanding school. In 2018 74% of our students achieved five or more 9 – 4 GCSE grades with English and mathematics, and 53% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 68% are entitled to pupil premium. We have also just received our third set of A Level results, with 68% of exams awarded A\* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff and have been awarded an Investors in People Gold Award, putting us in the top 2% of organisations who have this quality mark.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully,

**Mark Malcolm**

**Principal**

**Please note applications must be received by Wednesday 21st November at 9am**



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| --- | --- |
| **Job description** | |
|  | |
| **Post:** | Data / Cover Officer Job Share - 2 days a week/ Subject to review (Tuesday and Wednesday) |
| **Grade** | Local Government Pay Scale 5 Point 22-25 £24,618 - £26,658, pro rata (Actual salary £9,847 - £10,663 per annum) |
| **Responsible to:** | Data Manager/ Director of Achievement |
| **Responsible for:** | To manage the administration and maintenance of management information systems, data, attendance and cover in the Academy |

**Main Activities and Responsibilities**

# The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Duties and Responsibilities**

**Data Analysis**

* Analyse student achievement data across various fields following assessment and exam periods and requests of SLT.
* Prepare and compile subject and whole school analysis reports for SLT, Subject Leaders including head of the faculty of learning and the Principal on a termly basis and as when requested
* Maintain contextual data on the demographics, performance of the academy overall as well as comparative analysis over time.
* Prepare student reports including target and performance setting.
* Manage and maintain the history of attainment for comparative purposes.
* Maintain systems to provide data.
* Support and assist in the completion of all statuary/data returns require by the Academy or any external organisation
* Support the team in ensuring that all data capture systems and reports are kept confidential and secure complying with Data Protection Act
* To support management of student data and to provide variety of students reports as appropriate

**Attendance and student data**

* Manage daily attendance, ensuring am and pm registers are completed within a timescale
* Correcting attendance codes
* Input and record student absence
* organising an effective first day calling system
* Printing and maintaining class registers, teacher and student timetables
* Follow unexplained absences with text messages
* Meet and work with Data Manager, EWO and/or SLT with matters relating to attendance
* Preparing attendance reports and stats
* Marking students attendance on any other linked MIS such as Cunningham’s
* Entering new student records on the database accurately
* Amend and update student records including addresses, contacts, and telephone numbers
* All filing, archiving and organising of students files and documents
* Help maintain and update student database procedures, manual and documented processes integrating the use of feeder systems
* Preparation of student reports including target and performance setting
* Help maintain contextual data on the demographics, performance of the academy overall as well as comparative analysis over time
* Support in the developing of the academy’s use of data for all teaching staff and support staff
* Assist with the completion of all statutory reporting requirements; i.e. School Census and School Workforce Census
* Support with the set up and migrate necessary data each academic year
* Ensure data from external sources are uploaded effectively and validated
* Support with the maintenance of other related MIS in the academy

**Cover**

* Responsible for recording absent staff in absence book and on the system.
* Managing and organising cover for absent staff, providing induction to external teachers.
* Liaise with agencies to book external teachers and authorise staff timesheets
* To arrange re-rooming of lessons as necessary
* To oversee the collection of resources, within reason, needed to deliver the covered Lesson
* Attend meetings as and when required regarding cover and planning
* Provide the finance department with accurate time sheets to facilitate accurate remunerations to supply agencies.
* Provide accurate record of cover allocations to internal cover supervisors and submit this to the Director of Achievement on a termly basis.

**Exams**

* Support exam processes in the academy
* Exam analysis
* To be able to carry out Exam duties in the absence of Exams Officer

**Other Duties**

* To cover Exam duty responsibilities in the absence of the Exam/Cover Officer
* To carry out other duties necessary for the smooth running of the Academy as required by the Assistant Principal(Director of Achievement)/the Principal
* Other duties and responsibilities express and implied which arise from the nature and character of the post within the department.

#### Key Organisational Objectives

The postholder will contribute to the academy’s objectives in service delivery by:

* Following Health and Safety requirements and initiatives as directed.
* The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
* Ensuring compliance with Data Protection legislation.
* At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
* Adopting Customer Care and Quality initiatives.
* Fulfilling the role of Student Personal Adviser and/or mentor if required.
* Contributing to the maintenance of a caring and stimulating environment for young people.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: ………………………………………..

Signature of postholder: ………………………………………..

Signature of Principal: ………………………………………..

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| CAH-Logo-Full-Colour.png  **Person specification** | | |
|  | | |
|  | **Essential** | **Desirable** | |
| **Qualifications** |  |  | |
| Educated to degree level or equivalent | **✓** |  | |
| **Experience** |  |  | |
| Ability to use ICT effectively | **✓** |  | |
| Ability to use ICT to raise achievement | **✓** |  | |
| Experience of using Serco, SIMS or similar database | **✓** |  | |
| Experience of exams processes | **✓** |  | |
| Data collection/inputting | **✓** |  | |
| Producing high quality reports | **✓** |  | |
| Managing or assisting students attendance |  | **✓** | |
| Experience of setting up and running a range of data/ admin systems | **✓** |  | |
| Experience of working in a school or similar environment | **✓** |  | |
| Knowledge of secondary school courses and Curriculum requirements |  | **✓** | |
| Data Management and statistical analysis | **✓** |  | |
| Commitment to high quality outcomes | **✓** |  | |
| **Skills** |  |  | |
| **Personal** |  |  | |
| Well organised | **✓** |  | |
| Well presented | **✓** |  | |
| Excellent communication skills and organisational skills | **✓** |  | |
| Ability to work hard under pressure while maintaining a positive, professional attitude | **✓** |  | |
| Ability to organise and prioritise workload and work on own initiative | **✓** |  | |
| Ability work as part of a team | **✓** |  | |
| Commitment to personal career development | **✓** |  | |
| Problem solving | **✓** |  | |
| Attention to detail in communication and planning | **✓** |  | |
| Experience of using, setting up, maintaining and developing systems | **✓** |  | |
| Ability to develop good relations with staff, students and the wider Academy community | **✓** |  | |
| **Knowledge and understanding** |  |  | |
| Safeguarding and child protection policies and procedures | **✓** |  | |
| Developments in the National Curriculum |  | **✓** | |
| **Equal opportunities** |  |  | |
| Understanding of different social backgrounds of students |  | **✓** | |
| Understanding the needs of students and the appropriate strategies to support them |  | **✓** | |
| Understanding the needs of bilingual students |  | **✓** | |

**TheCity Academy, Hackney**

**Data/ Cover Officer Job Share - 2 days a week/ Subject to review (Tuesday and Wednesday)**

**Scale 5 Point 22-25 £24,618 - £26,658, pro rata (Actual salary £9,847 - £10,663 per annum)**

**(Inner London Pay Spine plus performance related bonuses and other benefits)**

**If you want to be the best, then you should probably join us**

Students in our academy made more progress than in any other school in London and made the best progress of any co-educational school in the country in 2014 (Best 8 score 1081.4). In addition, we have maintained our results in 2017 at a level significantly above national averages. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

**The Role**

We are looking for a highly motivated, exceptional individual to take on a Maternity role covering Data/ Cover and some Exams. You will be working with excellent staff in this exciting and challenging post. You will have extremely high expectations and be committed to ensure children regardless of gender, ethnicity and religion achieve to the best of their ability.

The successful candidate will be responsible for assisting the Data Manager in the management of the Data/ cover and Exam functions. Ensuring detailed and accurate data entry and analysis is produced for the school. We are therefore looking for a highly motivated individual with a proven track record of using statistical techniques. We require an individual with high level Excel/spreadsheet experience, who is capable of using formulas, macros and advanced functions to manipulate and present data. This data is crucial in supporting the evaluation, monitoring and reporting on the effectiveness of teaching and learning at the Academy.

In addition the Data Analyst will be expected to fulfil the role of Student Personal Adviser and/or mentor if required and to contribute to the maintenance of a caring and stimulating environment for young people

This is a fantastic opportunity for you to shape the lives of young people in Hackney. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For details about the role and to apply online, please visit www.thecityacademy.org

**Please note applications must be received by Wednesday 21st November at 9am**