



**WE ARE** ASTREA

**MIS AND DATA MANAGER  
APPLICANT BRIEF**

**ASTREA ACADEMY WOODFIELDS**

*Part of*

**ASTREA ACADEMY TRUST**





Dear Candidate,

Thank you for your interest in Astrea Academy Woodfields.

Astrea Academy Woodfields is on an exciting journey towards excellence. Offering provision for 750 students from Year 7 through to Sixth Form, there is much to be celebrated within the academy and, for the successful candidate, this position offers a fantastic opportunity to shape and enhance the life chances of our students so that they go on to be successful in their next stage of their educational journey.

To ensure that we continue and strengthen the trajectory of rapid improvement, we are keen to attract exceptional colleagues to join the staff community to realise the potential which Woodfields clearly has. We are keen to attract the right calibre of professional to work alongside our dedicated team of staff; a colleague who shares our vision and commitment to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture, influenced by Lemov's Teach Like A Champion and Tom Bennett.

We believe that schools must teach powerful knowledge, 'the best that has been thought and said' and an 'entitlement curriculum' for all, with an underpinning philosophy that 'education for all should confer the benefits associated with education for the rich' (Michael Young). With careful curriculum design, spaced retrieval practice, detailed assessment and achieving mastery in small steps, rates of progress can increase greatly. We believe in explicit instruction and have been greatly influenced by Lemov's 'Teach Like A Champion', Rosenshine and recent developments in cognitive science. Excellent teaching must sit alongside a carefully considered and sequenced curriculum, implemented successfully and consistently through a culture of deliberate practice and instructional coaching.

We have recently launched the Astrea Behaviour Curriculum, where behaviour expectations and routines are explicitly taught and deliberately practised. The creation of a scholarly culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', ensuring impeccable behaviour, where teachers can focus on teaching and pupils can focus on learning, underpins everything. There needs to be relentless consistency with the implementation of the behaviour policy in every classroom, and overcommunication of the 'why' to all stakeholders, to help ensure impeccable behaviour.

I hope you can see that this is an exciting time to join the Academy. If you are considering applying for this role, you will need to have ambition for the students as well as for yourself. We want colleagues who are prepared to push themselves professionally to develop their skills and experiences, so that the young people of Woodfields get the very best we can offer them.



# JOB DESCRIPTION

<b>JOB TITLE</b>	<b>MIS and Data Manager</b>
<b>SALARY</b>	<b>£29,439 - £34,723 per annum - Grade 8 point 22 – 28</b>
<b>CONTRACT TYPE</b>	<b>Permanent – 37 hours per week, all year round</b>
<b>REPORTS TO</b>	<b>Vice Principal Assessment and Outcomes</b>

## Purpose

- To manage the academy’s MIS and associated systems.
- To manage the delivery of assessment data against the Assessment, Recording and Reporting schedule to ensure timely and accurate reporting of relevant information as appropriate.
- To help raise the standards of attainment and progress of pupils through driving the improved analysis, use and understanding of data.

## Main Responsibilities

- Taking responsibility for the management of academy data and curriculum management information systems
- To attend the weekly RAG meetings providing key data to the Senior Leadership Team and staff to ensure they are equipped with accurate and timely information to inform and drive improvements in standards of performance
- Providing detailed, comprehensive and understandable verbal and written reports/analysis of data trends and complex/contentious data as required
- Responsibility for the production of all statistical returns as required by external bodies, particularly DfE
- Responsibility for coordinating and training staff on understanding data and use of the MIS to drive improvements
- To attend trust network meetings and also any local professional networks
- Finding alternative ways to collect and analyse data to improve the efficiency and reveal the information so that it informs the academy of future priorities and developments
- The production and analysis of data relating to pupil numbers, achievement, success rates and destination data for internal purposes and be responsible for the production of pupil and curriculum related performance indicators, to underpin internal quality assurance and performance management processes
- Supporting the effective use of management information systems throughout the academy to promote improved standards of performance by supporting and training stakeholders in key areas
- Managing the importing of results and database information from other systems, such as Key to Success, FFT, DfE, Sistra to provide a comprehensive set of base data for all pupils
- Working with the SLT assessment lead to provide target setting information and examination performance reports for SLT, Trust colleagues and external bodies such as Ofsted In future years, work closely with the Exams Officer, including supporting the management of the results and analysis process, especially on results days
- Responsibility for reviewing and monitoring MIS software packages being used
- Responsibility for the completion of all necessary returns to the Trust, DfE, LA or other relevant body
- Ensuring that all pupil personal and contact data is accurate and up to date, working with other relevant support staff to ensure that data is entered in a standardised manner
- Providing MIS reports to extract pupil data as needed
- Creating and developing systems to support the effective monitoring of vulnerable pupils
- Ensuring that complete and full educational data is available for all pupils



- Analysis and production of data to enable each department to set performance targets in line with whole school policy
- Attending meetings with staff to discuss data requirements, reporting and analysis requirements in support of senior staff
- Collation, analysis and production of internal assessment data to enable subject leads and senior leaders to track pupil progress
- Ensuring all internal data is kept up to date and validated on a timely basis
- Assisting with the data aspects of any mid-year admissions and new intake requirements
- Production of data which will help inform the SEF and AiP
- Keeping up to date with the requirements of the role including the latest procedures and regulations
- Carry out all duties with due regard to confidentiality and data protection regulation
- To undertake such additional duties as are reasonably commensurate with the level of this post.

### **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the academy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively (where appropriate)
- Take responsibility for improving performance through appropriate professional development, responding to advice and feedback from colleagues.

### **Personal and Professional Conduct**

- Demonstrates a high standard of personal and professional conduct and uphold public trust in the profession by maintaining a high standard of ethics and behaviour in and outside of the academy in line with the academy's policy
- Has professional regard for and actively promote the ethos, policies and practices of the academy and maintain high standards in own dress, attendance and punctuality
- Understands and acts within the statutory frameworks which set out professional duties and responsibilities.

### **Values**

- Accepts accountability for achieving the highest possible standards in their own work and conduct and to be able to be self-critical and reflective
- Acts with honesty and integrity at all times. Forge positive professional relationships.

### **General**

All Astrea Academy Woodfields employees are required to:

- Abide by the Health & Safety at Work Act
- Attend training as required
- Respect confidentiality
- Work within the Academy and Trust policies and procedures
- Comply with the Academy and Trust no smoking policy
- Participate and contribute to team meetings
- Co-operate and liaise with departmental colleagues.



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- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to raising the profile of the academy
- The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All posts are subject to satisfactory background checks including references and enhanced DBS checks.*



# PERSON SPECIFICATION

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

	Essential	Desirable
<b>Relevant Experience</b>		
Experience in a similar role, preferably within an academy setting	*	
Experience of setting up and implementing new systems	*	
Experience of handling DCSF Statutory Returns	*	
Experience of a troubleshooting systems problems	*	
<b>Education and Training</b>		
Relevant Data Qualifications		*
A willingness to become an expert in the academy MIS and engage in full MIS & all third party providers training	*	
<b>Knowledge</b>		
An up to date and thorough working knowledge of a school MIS	*	
Experience of using and maintaining Bromcom and associated systems		*
A comprehensive understanding of Databases and Spreadsheet software	*	
Understanding of health and safety issues and good practice	*	
Ability to train other staff on MIS systems	*	
Ability to produce meaningful reports from data	*	
Ability to produce detailed analysis and identify trends from data and reports	*	
Ability to make recommendations based on reporting and data analysis	*	
Maintain accurate and up to date personal staff information in MIS and report on this where necessary	*	
Ability to manage complex administrative procedures	*	
An ability to develop good working relationships with students and staff	*	
Effective time-management	*	
<b>Additional</b>		
The holder will hold or be required to hold an enhanced DBS	*	
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 academies Equal Opportunities, Health and Safety and Child Protection Policies	*	
A professional responsibility to promote and safeguard the welfare of children and young people	*	
Be a role model in setting professional standards in all aspects of the role	*	

**This is not exhaustive.**