



Penistone Grammar School DATA AND TIMETABLING MANAGER

Never Stop Flying



Penistone Grammar School

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Principal: Mr P Crook (B.Ed Hons)
Huddersfield Road, Penistone, Sheffield, S36 7BX
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Achieving Excellence through a Values Driven Education

21 December 2023

Dear Applicant

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community.

Penistone Grammar School really is a special place to work. There's no doubt that our amazing student body of 1,900 and our state-of-the-art building, set in beautiful surroundings, make coming to work worthwhile. However, what really makes Penistone the school it is, is our staff. Our success as a school is directly attributable to the collaborative interaction and support between colleagues, complemented by a commitment to doing all they can for the benefit of each and every one of our students. We value the unique contribution each member of staff makes to our learning community.

If you would like to apply for this post, please complete the attached application form

If you have any queries about any aspect of the post, please do not hesitate to contact Sue Williams, HR Officer on 01226 762114 ext 1022 or HR@penistone-gs.uk

Yours sincerely

Mr Paul Crook
Principal



Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

Penistone Grammar School

We are a large and successful school with state-of-the-art facilities. The school comprises of 1900 students including 300 post 16 students. We are fully committed to meeting the needs of all our students and providing them with the very best teaching and learning. Students come to us from the small town of Penistone and from the surrounding villages. We also take students from further afield and we are over-subscribed. Our intake is genuinely comprehensive although we have retained Grammar School in our name to maintain the link with our history.

As the Principal, I am very excited about our future plans and as a staff we are working hard to make the most of our building to ensure that we can provide fantastic new and exciting learning opportunities. We already share our best practice with other schools. Our ICT infrastructure is first class and the strategic development of ICT is central to the learning and teaching agenda for the school. This is a major focus of the Continuous Professional Development (CPD) programme to make sure that our staff have the skills to deliver new courses and to deliver learning in new and innovative ways. We are focussed on developing our students' ability to learn how to learn and we respond in a structured way to the individual needs of learners. Within this context we are always exploring new approaches to learning for both students and staff. At PGS we are researching and developing the very best pedagogical practice to ensure that Penistone is a flagship for innovation and creativity.

We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects; we are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% for performance nationally (according to DFE Figures) and over 98% of all students gaining entrance to their university of choice in 2023.

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. Our last Ofsted inspection was very positive, confirming that we are securely 'good' in every category.

We have a great deal to offer, we are a happy educational community where the quality of relationships is of paramount importance for both our students and staff. You will be part of an excellent staff team whose aim is to deliver the highest quality learning opportunities for our students and to ensure that they achieve at the highest possible level. We will support your professional development and work with you in the achievement of your professional objectives.

You will work hard if you join us, but the rewards will be great. We hope you are creative, energetic, skilled, knowledgeable and innovative. We hope you will help us to take our school forward to become truly outstanding in every respect.

We look forward to receiving your application and thank you for the interest you have shown.



Data and Timetabling Manager

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 - www.penistone-gs.uk - @PGSALC

We are excited to be able to offer an opportunity to join our amazing Data Team in the role of Data and Timetabling Manager

Contract: **Permanent**
Hours: **37 hours per week, term time: 41 weeks and 2 days**
Salary Range: **Grade 7 SCP 24 - 27, (£33024 - £35745 FTE)**
Actual Salary: **£29931 - £32397 per annum**
Start Date: **ASAP**

About the role:

Working as part of the Data & Exams team (currently comprising of 3 members) and managing the development of the school timetable.

Your main duties will include working with the Assistant Principal on Curriculum, Staffing and Rooming during the timetable design process, being responsible for building the school timetable and maintaining all curriculum related amendments throughout the year. Alongside this is support for the wider Data and Exams team in all data and exams related activities.

Ideally you will have:

- Excellent working knowledge of Bromcom and the ability to use a wide range of IT packages including Excel and the Microsoft Office suite to a good standard. Previous experience of 'eTimetable' would be advantageous
- Accuracy and attention to detail
- Excellent communication skills
- The ability to multitask and work under pressure

If you have previous experience in a similar role or relevant transferrable skills and experience and are excited at the opportunity of taking on a role within this key area, we'd like to hear from you.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 98% of students gaining entrance to their preferred choice of university in 2023.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

How to apply:

For an application form and pack please download the information from our website: <https://penistone-gs.uk/current-vacancies> Queries can be emailed to HR@penistone-gs.uk mailbox but this may not be monitored over the Christmas period.

The closing date for receipt of completed application forms is **Wednesday 10 January 2024 at 10.00am.**



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Job Title	Data and Timetable Manager
Responsible to	Assessment Development Manager
Responsible for	None
Grade	Grade 7
Purpose of the Role	To manage the development of the timetable, including building the school timetable and maintaining all curriculum related amendments throughout the year. Alongside supporting the Data and Exams team in all related activities throughout the year.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

MAIN DUTIES

Main purpose of the post

1. Construct the school timetable using eTimetable and Bromcom.
2. Input and implement all operational aspects of the school timetable, including students, staff and rooming in line with internal deadlines.
3. Work with the Assistant Principal on Curriculum, Staffing and Rooming during the timetable design process and subsequent construction process.
4. Liaise with Assistant Principal on Curriculum Management to ensure an appropriate curriculum model is provided.
5. To contribute to the development of the curriculum plan in liaison with Assistant Principal
6. To write the school's timetable using pre-agreed curriculum planning information, liaising with Curriculum Area Leaders to ensure the timetable effectively meets the needs of the school and individual subjects.
7. Provide responsive advice to the Assistant Principal on Curriculum timetable development to maintain an efficient and effective timetable.
8. Make in year timetable changes such as students, teachers or groupings when required, including subject rotations and student options.
9. To manage assigning curriculum schemes, courses, subjects and groups within Bromcom throughout the academic year.
10. To manage the options processes within school liaising with students and parents where appropriate to guide students onto the correct pathways ensuring they have complete Attainment 8 baskets.
11. Work with the achievement leaders and complete the banding and setting process for all year groups referring to primary school transition and internal school data.
12. To liaise with and resolve all parent and student queries relating to timetabling in a timely manner.
13. To maintain a high standard of training and knowledge in all areas of timetable development, including all theoretical and procedural elements of the process.
14. Analyse and use complex and varied information relating to timetable development to produce the most effective delivery of the timetable model.

MAIN DUTIES

15. Work directly with curriculum area leaders to resolve any department timetable queries with staffing and rooming.
16. Resolve the helpdesk tickets relating to timetable within the school response deadline.
17. Create the bespoke timetables for students in our Heart-Space provision balancing the needs of distribution of support staff.
18. Timetable within Bromcom all non-teaching sessions including staff duties, staff cover periods, staff meetings and the Bridge provision. Including the timetabling of all LSA's and support staff.
19. Ensure that Bromcom course management is set up correctly each year and maintained for the Autumn census (Qual hours/Non qual hours, learning aims and hours, etc.) for each student.

Other duties as part of the post

1. To understand the demands of the Data Team calendar and associated deadlines, and to support the Data Team to deliver deadlines throughout the year.
2. To manipulate data from Bromcom in readiness for further analysis, in liaison with the Assessment Development Manager.
3. To format and manipulate data within Bromcom and associated data packages using complex analysis and processes.
4. To produce reports for a variety of audiences in line with standard operating procedures.
5. To quality assure data, to ensure integrity and resilience of data.
6. To produce data analysis and guidance both proactively and responsively to meet and inform the needs of the organisation.
7. Have good knowledge of administrative work, experience of the education sector and experience of working with Bromcom.
8. Have the ability to work with a wide range of people, have good organisational skills, have the ability to think creatively and contribute new ideas

GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies.
3. To actively promote and undertake personal professional development and the professional development of colleagues.
4. To ensure all members of the Data and Examination Team comply with the school's Health and Safety Policy and undertake risk assessments as necessary.
5. To ensure all members of the Data and Examination Team comply with the school's procedures concerning safeguarding.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students.

REVIEW ARRANGEMENTS

The details within this job description were revised in **Dec 23** and will be reviewed annually as part of the Appraisal process.

PERSON SPECIFICATION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Data and Timetabling Manager
Responsible to	Assessment Development Manager
Responsible for	None
Grade	Grade 7
Purpose of the Role	To manage the development of the timetable, including building the school timetable and maintaining all curriculum related amendments throughout the year. Alongside supporting the Data and Exams team in all related activities throughout the year.

SKILLS AND ABILITIES	Essential	Desirable
The ability to use a wide range of IT packages including Excel and the Microsoft Office suite to a good standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent working knowledge of Bromcom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work accurately and remain calm under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to organise own time and resources effectively to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work under own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to solve complex and detailed problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to identify training needs, developing and delivering appropriate programmes in response	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work independently and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work on a number of different projects/pieces of work simultaneously	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work accurately	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience within an educational environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience within a similar role within a school context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous line management experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of identifying priorities and delivering results	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working with a wide range of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience of developing and delivering staff training	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
Minimum of 5 grade C GCSE (or equivalent) qualifications including English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A level 4 qualification relevant to the role or 5 years relevant experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of further or higher level relevant qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A thorough understanding of current national educational issues directly relating to the post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to undertake further professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of training in further ICT applications	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
A commitment to the on-going development of Penistone Grammar School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honesty and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A positive attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personally, well presented	<input checked="" type="checkbox"/>	<input type="checkbox"/>