



Haberdashers'
**Crayford
Academy**

2021 Data Manager Candidate Briefing Pack

Haberdashers' Crayford Academy



www.habscrayford.org.uk

Welcome from our Executive Principal

Dear Candidate,

Thank you for your interest in Haberdashers' Crayford Academy.

Haberdashers' Academies Trust South is a Multi-Academy Trust of nine schools, (four secondary and five primary). These are currently organised as four 'clusters', Crayford Academy is part of the Crayford cluster which provides schooling for children aged 3-18 with over 1600 children in three schools: Crayford Academy (secondary), Crayford Temple Grove (primary) and Slade Green Temple Grove (primary).

We provide targeted support and a broad education to enable each and every one of our pupils to reach their full potential and to grow into well-rounded members of our community and aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

An exciting opportunity has arisen for a school data manager, to work in the Bexley cluster of schools, within the well thought of Haberdashers Academies Trust. If you are a current Data Manager looking for a fresh challenge or an experienced school's data administrator looking for the next exciting step, this could be the role for you!

The Haberdashers' Crayford Academy Data Manager role is a unique opportunity to develop a career in educational data analytics and management within a developing Secondary school whilst also providing support to 2 other primary schools within our cluster. You will lead on the data management process and apply your knowledge and skills to curriculum and practice issues in education, helping us to make a difference to outcomes for children and young people.

You will be provided with a clear vision for the schools and your pivotal role within it. Your own personal development is important to us too, we have an extensive training and development ethos where we will create a path tailored to your needs and experience to support your own professional development..

If you are an ambitious person who enjoys variety, the opportunity to work collaboratively and would like to make a real difference in the life of young people of Bexley then we would love to hear from you.

I hope that this information, alongside the recruitment details, encourages you to apply to join us in our exciting phase of development. Should you have any queries or want to come and visit our school, please do not hesitate to contact us.

Kindest regards

Mr Steve Wheatley
Executive Principal
Haberdashers' Crayford Academy



Our Trust



About Haberdashers' Academies Trust South

Haberdashers' Academies Trust South is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Haberdashers' Aske's Crayford Academy is part of the Crayford Cluster.

The Executive Principal oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers, who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Federation, we can offer more to all staff and students than any single school could offer alone. This 'Haberdasher's Advantage' ensures that the opportunities presented by working and learning at a Haberdasher's Aske's Federation school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Academies Trust South, please go to:

www.habsfed.org.uk

Our Vision



Federation wide vision

Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation, but always within the context of our long tradition of providing excellent education.

Based upon these values we aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment.
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We will achieve these aims by providing a safe environment where all children and young people can succeed and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge. High expectations of every member of our community

Our Sponsors

The Worshipful Company of Haberdashers

Our heritage dates as far back as the 1680s.



The Worshipful Company of Haberdashers

The Haberdashers' Company is one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools something truly unique.

Find out more: www.haberdashers.co.uk



I recently started working for the Federation and have found the staff to be extremely friendly and helpful. I feel it is important to love where you work and feel proud to be part of the organisation and I certainly feel that at Haberdashers.

It was clear from my first day that the main focus is to ensure a safe, happy and inspiring environment for the children to thrive in. Helping build a better future for our children is so important and I actually look forward to coming in each day and being part of their exciting journey.

Gina Smith, Capital Assets Project Manager
Haberdashers' Academies Trust South



Job Role

Job Title:	Data Manager
Contract Length:	Permanent
Contract Type:	Full time
Salary:	£26,360 - £31,271 (support band 17-25), starting salary depending on experience
School/ Service:	Haberdashers' Crayford Academy
Location:	Iron Mill Lane, Crayford
Accountable to:	Vice Principal

About the role

The Academy uses a wide range of data about pupils' characteristics, attainment, progress, attendance and behaviour, and the skills and effectiveness of staff. This is used to provide teachers with data to target their teaching and interventions, to create management information to improve the effectiveness of the academy and develop its staff, to report to governors against key performance indicators and to report pupils' progress to their parents. Each of these functions contributes to improving the attainment of the academy's pupils. This is a key role in which the successful applicant will lead on the delivery of clear data processes and be an efficient member of the support team in order to ensure accurate data is available across the whole school.

The data and performance analyst is responsible for providing reports, as requested, for all stakeholders including the DfE, local authority, governing body, the school leadership team and heads of department. In addition, the Data Manager will support in the creation of the school timetable and manage updates to the timetable, with the aim of developing expertise in this role.

This post is based at Crayford Academy. The working hours for this post are 8am – 4.00pm Monday – Friday (35 hours per week, 52 weeks per year). You may be asked to work flexibly on occasions to support the needs of the business. You will be entitled to 25 days paid holiday per annum, plus bank holidays.

Key responsibilities of the role

Data Analysis

- Setting up of SIMs Assessment Manager and transferring all school data from Microsoft Excel;
- Input data accurately and efficiently using SIMs Assessment Manager;
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports /information;
- Complete a comprehensive analysis of data collected after each assessment series, both internal and external;
- Produce a range of KPI and standards reports to provide appropriate information for different audiences;
- Lead on ensuring that data and information for DfE tables is complete and accurate;
- Liaise with counterparts in other Federation schools

School MIS Support (currently SIMS at time of job advert)

- Assist the IT team as necessary in managing the school MIS across the school including areas which fall under the remit of the Exams Officer;
- Develop a problem-solving approach to the management of the school MIS;
- Develop and deliver data systems which meet the needs of teachers, parents and students and to ensure that these systems are effectively utilised by the administration team;
- Define and manage appropriate access to the school MIS;
- Provide training to staff on the use of the school MIS;
- Ensure compliance with government data requirements, completing all statutory data returns, including the School Census;
- Ensure relevant data is transferred to the school MIS
- Calculate and input student targets on an annual basis and on an ad hoc basis when new students join the school throughout the academic year;
- Manage the efficient promotion and transfer of data in readiness for the beginning of each new academic year;
- Support and liaise with the school leadership team responsible for the timetable, heads of year and heads of department to create class lists for the coming academic year;
- Support the administration team in preparing the school MIS for the coming academic year and performing student curriculum assignment in the school MIS;
- Liaise with the leadership team to produce timetables for the next academic year.

Third Party Data and Assessment Software

- Ensure that staff have access to required third party software so that they have accurate live information regarding the progress of their students;
- Maintain all third party software so that they operate effectively;
- Ensure that live information, including exam entries is accurate;
- Ensure the rapid addition of information after data captures to the third party software;
- Provide training to staff and governors on the use of any chosen software when necessary;
- To investigate and evaluate alternative tracking packages and make appropriate recommendations to the school leadership team.

Key responsibilities of the role

Systems Support

- Lead on systems support, developing a problem-solving approach and ensuring 100% reliability of all data systems across the school;
- Support the Leadership Team in the development and delivery of systems that are fit for purpose;
- Complete any additional tasks as directed by the school leadership team.

Timetabling

- Work under the direction of the School leadership Team in creating a staff teaching timetable each year;
- Create, produce, distribute and maintain staff and student timetables at various key intervals throughout the year;

General

- Promote equal opportunities and inclusion, addressing immediately should this fall short in their School
- Promote the ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Principal or Leadership Team.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any Safeguarding concerns in accordance with Trust's Safeguarding Policy

Knowledge, skills and experience



Education and Training

- Graduate or equivalent in an analytical discipline

Experience, Knowledge and Skills

- Excellent literacy, numeracy and statistical skills
- Attention to details and the ability to present data in a user-friendly format
- Proficient in the manipulation of figures in spreadsheets and Microsoft office applications especially excel.
- Strong overall IT Skills
- Relevant experience in a similar role with computer and numerical skills
- Can demonstrate a proven track record of competency
- Extensive working knowledge of SIMS (desirable) The relevant training on assessment manager and profiles is an advantage, but a commitment to undertake training in these areas is essential .
- Familiarity with different types of data collected and used in schools (desirable)
- Knowledge of School MIS systems and ability to use effectively (desirable)
- Competent knowledge of SIMS specifically (desirable)
- Competent knowledge of Power BI specifically (desirable)
- Experience of working within a school environment with a sound knowledge of all key data requirements and analysis in education (desirable)

Personal qualities

- Excellent attendance and punctuality
- A can-do approach to working positively and collaboratively
- Ability to ensure the confidentiality is maintained at all times
- Excellent interpersonal and communication skills and the ability to establish positive relationships with students and colleagues of the school and the wider federation.
- Strong commitment to personal and professional development
- Self-motivated, self-disciplined and enthusiastic
- Ability to multi-task and remain composed under pressure

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers' name, our inclusive community in the South East of London is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly support each other, centred on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity, the hours our staff put in and we show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' community because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Trust is committed to the continuing professional development of all staff.

Providing a good pension

When you join the Haberdashers' community, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements.. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a, healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups

“ I believe in the value of working collaboratively with colleagues and partner schools to bring out the best in staff and students. The Federation consider the development of staff to be integral in its pursuit of excellence and I am supported and encouraged to grow within my role. ”

Kate Atwell, Vice Principal
Haberdashers' Crayford Academy



Recruitment process and additional recruitment information

Closing date: 22 September 2021, 12pm
Interview dates: w/b 27 September 2021
Start date: negotiable

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Panel interview
- Task / activity

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordhr@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Crayford Academy

For an informal discussion about this post,
more information or to arrange a visit,
please contact: crayfordHR@haaf.org.uk

Thank you for your interest in the
Haberdashers' Crayford Academy. We look
forward to receiving your application.