

Data Manager

Lynn Grove, Woodlands and Wroughton Academies
July 2024



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Data Manager who will be supporting schools in Norfolk.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is educational experience it provides for its students.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have

not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel:

www.youtube.com/user/creedacad.

We are looking for an ambitious, experienced, committed and energetic Data Manager to work across three of our academies within the Norfolk region. You will work alongside Trust Head Office colleagues, as well as in school colleagues and manage all of the data systems we use. The scope for this role may change in the future as we are on an ambitious plan to increase the size of the Trust.

If you would like to know more, please email our HR Department on NorfolkHR@creativeeducationtrust.org.uk, who will be happy to assist with any queries. Visits to our schools are also welcomed, so please let Nathan know if you would like to visit any of the Norfolk schools.

I look forward to receiving your application.

Yours sincerely,

Ben Driver
Executive Principal
Caister, Lynn Grove, Woodlands and Wroughton Academies

“We are looking for an ambitious, experienced, committed and energetic Data Manager.”

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 14,500 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT WOODLANDS PRIMARY ACADEMY



We opened as a community primary school in September 2008, catering for children between the ages of 3 and 11 years. There are two classes in each year from Reception to Year 6 and a nursery class.

Since April 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

We work closely with other local schools, both secondary and primary, as part of the Lynn Grove cluster. This ensures that there is consistency between the schools in areas such as SEND provision and creates a core focus on providing a positive education for students in Gorleston and Bradwell.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- A purpose-built extension for Nursery, Reception and Year 1 children, which helps nurture students in the Early Years whilst also allowing smooth transition to Key Stage 1;
- Portable banks of Chromebooks and iPads;
- New digital screens in every classroom;
- A purpose-built, fully computerised central library;
- Specialist facilities for music, art, science, design and technology (including food technology) and special educational needs;
- A large environmental area on the school site, which includes a woodland, pond, an orchard and over a mile of nature trails which we frequently use as a teaching resource.
- We also have covered seating areas, a trim trail and a play activity area.



The school's outcomes at the end of Key Stage two have increased year on year since joining CET and the school has moved from Ofsted inadequate to good.

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139580/woodlands-primary-academy>



WROUGHTON ACADEMIES

Creative Education Trust

ABOUT WROUGHTON ACADEMIES



Our closely-connected schools opened in the early 1950s and we have subsequently served our local community for many years. In December 2016, we became Wroughton Infant Academy and Wroughton Junior Academy –part of Creative Education Trust.

Our dedicated staff team educate children between the ages of 3 and 11 years. We have a beautiful large site, with plenty of space for children to explore, learn and develop.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. We ensure all children 'achieve excellence' through developing their knowledge, skills and confidence.

Wroughton Academies offer

- A seamless transition into our reception classes from nursery or other providers.
- Before and after-school club provision (7.30am to 5.15pm) – for all children
- Highly qualified and dedicated teaching and support staff to meet every child's needs.
- A strong focus on making sure children have the skills and passion for reading.
- A broad and balanced curriculum, which focuses on all subjects including: science, art, computing, music, design technology and physical education.
- New digital screens in every classroom to support interactive teaching.
- A purpose built central library with thousands of books for children of all ages.
- A large outdoor and rural area on the school site with a range of playground equipment.
- Dedicated staff to support children's welfare.
- A strong Parents and Friends Association (PFA) who support the school with a range of successful events throughout the year.



You can find out more at:

www.wroughtonacademies.org.uk

ABOUT CAISTER ACADEMY



Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads, local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



'Leaders' high expectations permeate pupils' daily experience. 'Leaders and staff have consistently high expectations of pupils' behaviour. Classrooms are quiet spaces which are highly conducive to learning.' 'Pupils benefit from a well-considered personal, social and health education (PSHE) curriculum. They are taught to respect others. They know it is fine to be yourself. They learn to keep themselves safe. They are, and feel, safe from bullying.'

OFSTED -



ABOUT LYNN GROVE ACADEMY



Our on-site facilities include:

- Library open daily from 0800 to 1630
- Suites of subject areas
- Excellent ICT provision
- Extensive playing fields
- 3G all-weather pitch
- Extensive indoor and outdoor social space for our learners



The Special Educational Needs and Disability Department

We are proud of the nurturing and inclusive environment that we offer all our students and we are working hard to challenge every learner to be the very best they can. There are 11 pupils with EHCP's at the school and around 15% of our pupils are on the SEN register with additional needs across the spectrum.

We work in close partnership with the junior schools in our cluster and invest heavily in transition work. The induction of pupils with SEN is a carefully planned and structured process which supports children and parents as they take this very big step. Links with our post 16 providers are also very strong and we pride ourselves that we have a long tradition of 99% of our pupils continuing their education after Lynn Grove. Working at Lynn Grove you will be part of a team of professionals committed to supporting each other.

We are fortunate to have an expert team of learning support assistants who provide both in class support and deliver a comprehensive programme of intervention. The SENCO currently line manage all our LSAs. The SENCO co-ordinates LSA training and the team has recently had specialist training on Dyslexia, Autism and Behaviour Management. The LSA team are attached either to year groups or departments allowing them to give increased specialist support.

The SEN department runs a small breakfast club, one to one classes during registration periods and lunchtime club for more vulnerable children



Summary of Lynn Grove Academy's Progress Scores in 2022:

- Progress 8 score: +0.13
- Attainment 8 score: 49.7
- Staying in Education or entering employment: 99%

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/137541/lynn-grove-academy>

DATA MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Lynn Grove Academy, Woodlands Primary Academy and Wroughton Academies
Base: Lynn Grove Academy

REPORTING TO

Senior Leaders for Assessment & Curriculum within each academy

HOURS

37 hours per week. Full time. 52 weeks.

SALARY

NJC 23 – 28 (dependent upon experience)

THE ROLE

Work across assigned academies to create and manage data systems to ensure all stakeholders have efficient access to accurate and clear data, as required to facilitate rapid and sustainable student progress and school improvement.

Be the first point of contact for data related matters within the assigned academies.

Provide leadership to those with data functions in the assigned academies.

LEADERSHIP

- Act as a source of support, advice and expertise for staff within the school for data matters and policies.
- Manage all school data systems and oversee their use, providing support and data quality assurance where appropriate.
- Set up school data systems to ensure all stakeholders have efficient access to accurate and clear data. This will be through a combination of management information systems, information technology tools and external platforms. These include but are not limited to; Arbor, DfE data platforms, Excel, FFT, Options software, Timetabler and student transfer files. Provide training for staff on these platforms as appropriate.
- Ensure that all data structures are fit for purpose and that integrity, consistency and coherence of data is achieved.
- Train and support staff to ensure all stakeholders understand and effectively utilise available data.
- Lead system improvement through regular analysis of all systems involving data within the

school and promoting ideas for their development.

- Keep up to date and disseminate where appropriate, changes in Department for Education data requirements.
- Lead by example; through the consistent completion of all tasks to the highest possible standard; and the modeling of welcoming, sensitive and constructive communication, with all stakeholders at all times.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
 - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation and punctuality.

RELATIONSHIPS

- Liaise with Trust colleagues and follow Trust and Department for Education procedures and guidance to ensure that all statutory reporting and recording requirements are met.
- Provide leaders with rigorous analysis of key data sets, allowing rapid identification of trends, impact and necessary interventions.
- Provide reports on key data measures as required. These include but are not limited to; achievement, attendance, attitude to learning, behaviour, enrichment, interventions, rewards,...
- Oversee the set up and collection of assessment grades.
- Implement an effective target setting process in line with school requirements.
- Ensure student records and all related information is kept up to date on school systems at all times, accessing information from stakeholders including parents as appropriate.
- Ensure the smooth transfer of data between systems, such as Arbor, 4Matrix, FFT, GL and SmartGrade.
- Work alongside leaders to develop and produce the school's timetable, including transferring it from a working form into the school's MIS, and ensuring it is accessible for staff and students. Ensure the timetable is efficient, and takes into account workload, PPAs, staff duties, etc...
- Process timetable and curriculum changes involving students, courses, teachers, rooms and form groups as appropriate.
- Process student admissions, leavers and data transfers.
- Set up and process student reports.
- Quality assure the reporting of data by checking reports make reasonable sense.
- Be responsible for school census returns and complete Trust and Department for Education data returns.
- General Data Protection Regulation (GDPR):
 - Liaise with the Trust GDPR Officer to ensure that national and Trust guidance is followed by the school.
 - Monitor compliance with GDPR and other data protection laws.
 - Be the first point of contact for supervisory authorities and for individuals whose data is processed.
 - Manage all subject access and freedom of information requests; ensuring statutory timescales are met.
 - Ensure that staff are aware of the GDPR regulations, how the legislation may affect their work and what their responsibilities are in this area.
 - Ensure that procedures regarding data breaches are appropriate and followed, and be responsible for

detecting, investigating and reporting any data protection breaches.

- Ensure that all Academy policies relating to data are up to date and shared with stakeholders.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students.
- Consider and care for the health and safety of themselves, colleagues and students.
- Recognise, reward, praise and promote student success wherever possible.
- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc...
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.

OTHER RESPONSIBILITIES

To be a positive role model of the values and behaviours that underpin the academies and the Trust's vision.

Developing strong, positive relationships with academy and Trust colleagues.

Travel across the Region as is required for the role. Occasional travel to other academies within the Trust, and London Head Office, when required.

VARIATION

- Undertake other duties;
 - commensurate to the post holder's abilities, position and grade, as requested by the Principal or line manager,
 - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This 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. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Executive Principal, Principal/Headteacher and the Trust's Data Manager.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Designated Safeguarding Lead.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE to Grade C or above, or equivalent qualification. 	
Knowledge, Skills, And Experience	<ul style="list-style-type: none"> • Experience of data entry into databases and other IT systems. • Excellent communication, writing and editing skills. • Good numeracy skills • Excellent organisation and time- management skills. • High level of proficiency with Microsoft Office. • Ability to work under pressure • Able to build relationships with a range of stakeholders and anticipate others' needs. • Able to manage several projects at once, prioritising accordingly to meet all deadlines. • Able to take ownership of tasks and work with minimal supervision. 	<ul style="list-style-type: none"> • Experience of working in a school or further education setting..
Skills And Personal Attributes	<ul style="list-style-type: none"> • Genuine passion for and a belief in the potential of every pupil • A spirit of flexibility and optimism. • Helpful, approachable, positive and the ability to stay calm and diplomatic under pressure. • Have exacting standards and a keen eye for detail. • Keen to learn and further develop own skills. • Excellent interpersonal skills with children and adults. • Able to take direction but also be able to take initiative when required. • Sound judgment, especially relating to confidentiality and discretion. • Solution focused with a can-do attitude. 	
Equal Opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity. 	
Safeguarding	<ul style="list-style-type: none"> • A thorough understanding of up-to- date safeguarding requirements and best practice. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.