



Recruitment Pack: Director of Assessment, Data and Progress



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 www.oiam.org/freeschool/

VACANCY DETAILS

This exciting new role is perfect for candidates who are keen to interrogate data, who are focused on how all cohorts of students are performing, across all subjects, whether it be high or low ability students, SEND or pupil premium. You will be working together with SLT to ensure we know how each student is performing and what they need to do to make progress and meet their targets.

In addition, you will be required to consider the curriculum, to ensure the correct subjects and pathways are in place for all students to maximise their opportunities in life. Careers will also be an important aspect of this role, at One In A Million we don't just care about our results, we care about the long term prospects of our students too.

Watch Principal Mr Rees explain more about the role here:
<https://www.youtube.com/watch?v=nHpjctqz9jA&feature=youtu.be>

We welcome applications from existing Assistant Headteachers and Faculty or Department Heads who have experience in good or outstanding schools and have can demonstrate high quality leadership.

Closing date: Tuesday 15th October 2019 (Midnight)

Interviews: Friday 18th October 2019

Salary: L4 to L10 dependant on experience (£44,218 to £51,311)

Start Date: January 2020 or earlier

If you feel you have the appropriate experience then we would encourage you to apply by completing our online application form at <https://www.tes.com/jobs/employer/one-in-a-million-free-school-1062792>

To learn more about One In A Million please visit our website at www.oiam.org/freeschool/ and watch our video on YouTube titled '[The Journey So Far](#)'.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

JOB DESCRIPTION

JOB TITLE: Director of Assessment, Data and Progress

JOB LOCATION: One In A Million Free School, Bradford

REPORTS TO: Principal and Vice Principal

PEOPLE RESPONSIBILITY: Heads of Faculty

BUDGET RESPONSIBILITY: As directed by Principal

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'One In A Million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across sport, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence

JOB PURPOSE

As a member of the Leadership team of One In A Million Free School working to achieve outstanding success as the students "enjoy today they will be preparing for tomorrow".

The post holder will contribute to the delivery of the best possible standards in achievement, behaviour, progress and engagement across the school.

Work with other Leaders of Learning to maintain the quality and coherence of the curriculum and continue to develop the curriculum offer within the connected framework, to achieve the school's stated outcomes for students.

Ensure that the School remains true to its aims, vision and mission; upholding the principle that we are here to put the needs of our students and young people first.

JOB DESCRIPTION

Key Responsibilities

LEADERSHIP :

- Support the Senior Leadership Team in establishing a vision for the future development of the quality of education in the school, adhering to the Trusts vision and key performance indicators.
- To ensure the vision of OIAMFS as a learning centred organisation is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the school community to translate the Trust KPIs into agreed objectives and operational plans, which will promote learning and sustain the school's improvement.
- To ensure the ethos, values and goals of the school, as reflected in the school improvement plan, are communicated positively to colleagues, parents, the community and learners.
- To promote the academic performance and holistic development of all learners across the whole school curriculum.
- Set an excellent example for other colleagues, working to a high standard in implementing policies, priorities and expectations and modelling the Trust's core values at all times.
- To prioritise, plan and organise themselves and others to make professional, managerial and organisational decisions based on informed judgments.
- To think creatively to anticipate and solve problems.
- To develop and maintain a culture of high expectations and take appropriate action when performance is unsatisfactory.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To regularly review own practice, set personal targets and take responsibility for own personal development including managing own workload and that of others to allow an appropriate work/life balance.
- To be a highly visible presence around the school and role-model the Trust's core values, expectations and standards to staff and students.
- To motivate and work with others to create a shared culture and positive climate, acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- To provide strategic direction for whole school improvement in support of the Principal.
- To build strong and effective partnerships with parents and the local community to promote the school's positive ethos and the school's core values.

ACCOUNTABILITY

- Report directly to and support the Senior Vice Principal.
- Report to the SENCO on the progress of students with SEND.
- Line manage the Heads of Faculty as needed and the Data and Examinations Manager.

JOB DESCRIPTION

- To work with the Senior Vice Principal to lead and oversee the development of elements of the Trust Strategic Improvement Framework and Trust KPI's as detailed in the school development plan.

STRATEGIC OVERSIGHT

Data and Analysis

- To be the Raising Standards Lead, ensuring:
 - ◇ all students in all phases of the school consistently make better than expected progress
 - ◇ the analysis of data, including staff performance data and student progress data identifies areas for development and leads to appropriate targets for improvements and
 - ◇ assessment and reporting procedures are robust, timely and effective.
- Chair RAP meetings, developing strategies and interventions to ensure all groups make at least expected and increasingly, above expected progress at both key stages.
- Work in partnership with the SENCO to ensure outstanding progress for students with a SEND.
- Ensure gaps in progress are closed across all cohorts, including SEND.
- To work with and support the Heads of Faculty and Senior Leaders to monitor student progress, identify, implement and quality assure intervention strategies to raise achievement and ensure the progress of every student is maximised on an inclusive learning environment.
- To work with the Senior Vice Principal to quality assure teacher assessments and data to drive up achievement.
- Ensure Pupil Premium students achieve in-line with non-Pupil Premium students nationally; stretching the most able to achieve above national expectations and analysing the impact of the Pupil Premium strategy.
- Co-ordinate, manage and quality assure the academic mentoring programme of students.
- To secure rising standards across the school, supporting senior leaders to unrelentingly focus on achievement and improvement priorities so that the progress of every student is maximised in an inclusive learning environment.
- To support implementation of policies aimed at raising standards of achievement. particularly through raising expectations of both staff and learners.

Curriculum

- Develop and quality assure the Connected Curriculum policy and innovation at KS3.
- Support the Heads of Faculty to create strategic plans to develop the curriculum at all Key Stages.
- Take overall responsibility for Careers within the school.
- Track the impact of all areas of the connected curriculum.

JOB DESCRIPTION

Transition

- Lead, monitor and review the options process and ensure it maximises achievement for all.
- Use data on entry to create appropriate flight paths for all students across all aspects of the school journey including appropriate post 16 choices.

Whole School Performance

- To lead and monitor the school's progress towards school improvement targets and ensure a school wide focus on year on year improvement of achievement and standards.
- Prepare statistical analyses of the school's performance and target setting (Progress and Attainment 8, progress of vulnerable cohorts, including SEND) for internal and external use, including assisting in the co-ordination of the School Self Evaluation Process and reporting to Governors.
- To support whole school self-evaluation and quality assurance systems by contributing to the whole school SEF and School Improvement Plan and delivering on agreed priorities.
- To oversee the analysis of performance data to ensure there is a shared understanding of the school's strengths and areas for development which lead to accurate interventions.
- To think creatively and strategically to ensure that new developments are well considered and implemented effectively for all involved.

Monitoring and Evaluation

- Maintain up-to-date triangulated data of the progress of the school, faculties, departments and students.
- Work with the Vice Principals to ensure that all areas of the SEF relating to progress are up-to-date, accurate and wholly analytical in identifying strengths and areas to improve.
- Provide summative reports on progress to SLT, Governors and other audiences as appropriate.
- In partnership with the SENCO and Director of Teaching and Learning, monitor, evaluate and review the progress of students with a SEND.

Raise Student Achievement and Progress

- Raise achievement of all students in all phases of the school, ensuring they consistently make better than expected progress.
- Ensure Pupil Premium students achieve in-line with non-Pupil Premium students nationally; stretching the most able to achieve above national expectations and analysing the impact of the Pupil Premium strategy.
- Lead the effective use of appropriate data including the Inspection Data Summary Report (IDSR) and any other emerging data sources with senior and middle leaders to identify strengths and areas for improvement across the school.
- Rigorously analyse data including staff performance data, and student progress data, to identify areas for development and set appropriate targets for improvements.

JOB DESCRIPTION

- Support the leadership team to embed a culture of challenge and support across the school so that barriers to learning are broken down.
- Challenge the underperformance of staff at all levels.
- Liaise specifically with the Senior Vice Principal (Curriculum) to plan joint training and development opportunities where appropriate.
- Secure high levels of accountability for other leaders, and teams of staff working across the school based on rigorous and intelligent self-evaluation.
- Take a strategic lead in ensuring the school's resources are deployed efficiently and effectively and that best value and financial probity is uppermost at all times; in particular Pupil Premium and Year 7 catch up funding
- Take a strategic lead in in self-evaluation and development planning, and update the school SEF
- Improve attainment and Progress 8 outcomes for the school.
- Analyse student progress forensically, especially the progress of students falling into two or more disadvantaged sub-groups eg PP, SEND, Prior Attainment, White British.
- Report analysis of data to the Strategic Teaching and Learning Team, distinguishing between stable and mobile student populations.
- Ensure the use of Raising Attainment Plans are used consistently across the school to improve lesson planning and provision.
- Monitor the school's overall progress towards meeting its targets in all key stages.
- Analyse student data on learners' performance, to identify groups, lead and manage intervention strategies and liaise with Curriculum Leaders and House Leaders as appropriate.
- To produce regular intervention updates for the SLT and governors in line with the school's assessment calendar and governor meeting cycle.
- Disseminate student performance data and attendance to intervention activities so that effective evaluation of impact can take place.
- To develop and implement new approaches in the use of data and targets to inform planning and raise standards and achievement.
- Ensure MIS intervention software is used to document, track and evaluate all interventions that take place across the school.
- To create and maintain an effective partnership with parents and carers to support and improve learners' achievement and personal development.
- To line manage English, mathematics and other specified curriculum areas and be accountable for their outcomes.
- Monitor progress of students educated off site at KS4 and evaluate provision of off-site education.
- Work with the Data Manager to develop and monitor the whole school approach to 1-9 Assessment and flightpaths.

JOB DESCRIPTION

- Work with Heads of Faculty to support and challenge Curriculum Leaders to enable all students to achieve or exceed their targets.
- To put in place a student progress strategy that ensures every child fulfils his/her academic potential.
- To be responsible for overseeing the Progress of Prior Attainers (H/M/L) and deliver a programme to address underperformance.
- To lead the school's strategy for driving the progress of disadvantaged students and to evaluate the impact of this strategy.
- To lead the whole school approach for supporting students in KS3 who need 'catch up' support in English and maths and evaluate the impact of interventions.
- To lead the whole school approach to revision and retrieval practice across both key stages. This will involve working with departments, pastoral leaders and students.
- Working with the SLT leads on assessment to ensure whole school assessment policy is driving progress and is informing intervention.

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:-

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Pro-actively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or Deputy Lead.

Person Specification

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
Clear understanding of compassion and how it is realised in life	Interview & Application	E
Demonstrate honesty in dealing with colleagues and others	Interview & Application	E
Show how integrity is central to your life and why it is crucial	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission	Application & Interview	E
Leads by example in modelling compassion, honesty, integrity and excellence as a champion and ambassador for OIAM	Application & Interview	E
A clear understanding of a senior leaders accountability towards vision and values, specifically as they relate to the One In A Million Governance structure, ensuring the Free School remains true to its aims, vision and mission.	Application & Interview	E
Committed to using a variety of learning environments and resources, including technologies, as appropriate, to maximise learning and progress	Application & Interview	E
Absolute commitment to inclusion	Application & Interview	E
A genuine passion for education, coupled with the ability and enthusiasm, to see every student fulfil their potential	Application & Interview	E
A pioneering and growth mindset in order to support our Trust as we grow into a multi academy trust	Application & Interview	E
A commitment to the importance of community involvement in enhancing the learning opportunities for all students.	Application & Interview	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E

ATTITUDES (continued)

Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative learning and partnerships	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Honours degree or equivalent	Application & qualification certificates	E
Qualified teacher status	Application & qualification certificates	E
NPQSL or willingness to work towards	Application & qualification certificates	E
Evidence of continuous professional development relevant to the role.	Application & Interview	E
Knowledge of all legal and statutory obligations for Free Schools and/or Academies	Application	D

LEADERSHIP EXPERIENCE & QUALITIES

Aspect	Assessed by	Essential / Desirable
Recent experience as a Head of Faculty/Assistant Principal/Head of Department in a good or outstanding school, with demonstrable high quality leadership within the 11-18 phase	Application	E
Proven track record of raising the standards of teaching, learning and achievement at Key Stages 3 and 4	Application & Interview	E
Evidence of implementing a vision and strategic plan across the whole school, identifying priorities, quality assuring processes and evaluating the impact	Application & Interview	E
Business acumen to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements, staff/talent development and the school's sustainability	Application & Interview	E

LEADERSHIP EXPERIENCE & QUALITIES (continued)

Proven track record of successful strategic leadership to create an inclusive institution, with a commitment to diversity, inclusivity and equality of opportunity	Application & Interview	D
Proven track record of successfully developing and leading creative and innovative whole school curriculum initiatives, using the latest technologies to support learning	Application & Interview	D
Experience of successfully establishing links with local community partners to enhance learning opportunities for all students	Application & Interview	D
Significant experience of working effectively with parent/carers to support and remove barriers to the learning of students and their families, and being their champion	Application & Interview	D
Evidence of an excellent track record as an effective innovator of education	Application & Interview	E
Experience of generating creative ideas for integrating learning across sports, arts and enterprise	Application & Interview	D

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Ability to lead a team and support and challenge colleagues	Application & Interview	E
Ability to inspire both students and colleagues	Application & Interview	E
Minimum of 3 years teaching experience, within 11-16 age range	Application & Interview	E
Ability to analyse and report data	Application & Interview	E
Evidence of a proven track record, of raising the quality of teaching, learning, and achieving high standards in student attainment at Key Stages 3 and 4	Application & Interview	D
Experience of developing curriculum initiatives using the latest technologies to support learning	Application & Interview	D
Provide a safe environment to ensure the physical and psychological safety of the students	Application & Interview	E

SKILLS & EXPERIENCE (continued)

A commitment to the holistic development of students – specifically the character development of students	Application & Interview	D
A willingness to contribute to the enrichment activities of OIAMFS and the community work that is at the heart of OIAM.	Application & Interview	E
Evidence of delivering learning other than your 'first' subject – a range of subjects.	Application & Interview	D
Evidence of a track record as an effective innovator of education	Application & Interview	E
In-depth knowledge and understanding of national education priorities / developments to include the 11-16 curriculum, raising attainment, assessment for learning, inclusion, and personalised learning	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Ability to manage change, and lead innovations, showing flexibility, adaptability and resilience	Application & Interview	E
Ability to delegate appropriately and hold others accountable while at the same time accepting personal accountability	Application & Interview	E
Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education	Application & Interview	E
Able to build strong relationships with key people in relevant organisations	Application & Interview	E

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with your smart phone camera to view our latest **Ofsted Report**, which reads **GOOD!**



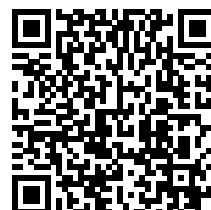
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SCAN ME

with your smart phone camera to **view our website** and read about all that we do!



We look forward to receiving your application prior to the closing date.

Visit YouTube and search '**One In A Million Bradford**' to watch our informative videos



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