

DATA MANAGER

**Salary: Bucks Pay Range 5 £25,151 - £27,319 per annum
pro rata**

37 hours per week

41 weeks per year

**Term time plus 2 weeks mid-August to assist with GCSE and A Level
results**

BOURNE END ACADEMY

New Road
Bourne End
Bucks
SL8 5BW

HEADTEACHER:
Mrs Andrea Jacobson

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Bourne End Academy

Bourne End Academy, an Upper School, combines high academic aspirations with a focus on warmth and inclusivity for all our students. We have a track record of a rapidly improving profile for our students to achieve good academic outcomes. We have a strong Talent Management Policy, going out of our way to attract and retain excellent staff. We are part of the Wycombe High School Academies Trust and a strategic partner in the Cygnus Teaching School Alliance. The Academy is well situated, with excellent road and rail links to London and the Home Counties.

We currently have 600 boys and girls in Years 7 to 13, reflecting a mixed ability intake, with the majority of our students living local to Bourne End. Additionally, we have an Alternative Resource Provision that supports students with autism. With Buckinghamshire being a wholly selective authority, the top 30% of Year 6 pupils are selected for grammar school education.

Bourne End Academy opened in September 2014, replacing the predecessor school which had been placed in Special Measures in 2013. The pace of change is exciting and impact is discernible. There has been a tide change in terms of student expectation, academic challenge and intervention. Indeed, there has never been a better time to join our school.

The Academy had its first Ofsted inspection in November 2016 and the report confirms that the school has made significant progress towards its mid-term aims to be rated (at least) a 'Good' school:

- strong, ambitious and effective work of school leaders at all levels
- high staff morale; the vast majority said they are proud to work in our school
- students demonstrate good levels of confidence and want to do well; they are polite, helpful and courteous
- the majority of parents would recommend our school

As part of the Wycombe High School Academies Trust, the school benefits from the leadership of a National Leader of Education, who is the Executive Headteacher of both Bourne End Academy and Wycombe High School (Outstanding). This approach has supported rapid and positive change, significantly improved outcomes and increased investment in the school site and facilities. IT is embedded in teaching and learning, with laptops provided for all teachers.

Our staff strive to extend the horizons of our students, encouraging them to aim high and become independent learners. With a robust, ambitious development plan, teachers can focus on improving the quality of learning and outcomes. Students need little encouragement to take part in a very wide range of extra-curricular activities, including a range of sports, dance, community service and enterprise. To support this, colleagues are encouraged to contribute their skills and enthusiasm to the wider curriculum, with its opportunities for adventurous learning and active citizenship.

In return, staff benefit from a comprehensive induction programme. Ongoing career development is an expectation for all, with opportunities provided for staff to advance within the school, as well as offering support for those who may wish to find promotion elsewhere. In fact, we have excellent links with other schools in the area, which ensure robust networking and CPD opportunities.

The School Local Governing Body comprises professional people from business, finance and education. Our governors have both general and specialist roles in supporting the school, and are very active backers of the leadership, staff and students. Additionally, the school has well-established and very close community links, with strong parental support throughout our journey.

You can find further information about the school on our website at www.bea.bucks.sch.uk and you are welcome to visit us.

The Vacancy

Data Manager - to ensure that all assessment and data processes support and enhance and raise student achievement

Planning and Organising

- To plan and implement the school's assessment cycles (Academic Performance Checks – APCs)
- To support the statistical analysis needed to raise achievement and monitor progress for each Key Stage at each APC cycle
- To maintain and develop the Assessment Manager database ensuring accuracy, completion and usefulness
- Identifying and introducing methods for giving staff access to data and/or reports
- To train staff in the use of the Assessment Manager database and other school assessment systems
- Assist SLT so staff are confident in school systems and DfE methodology to be able to ensure that planning and intervention is effective and has impact
- To analyse, interpret and circulate performance indicators from data provided by the staff
- Support intervention by producing visual aids as required
- To produce reports as required – including at assessment points, with examination results, for target setting purposes
- Organise target setting processes including providing data to enable target setting and self-evaluation
- Review, analyse and keep up-to-date with external data and key performance indicators and inform SLT (including information from DfE, Ofsted, LA, Raise, FFT)
- To develop new reports or systems to enhance teaching and learning and assessment as required
- To liaise with Exams Officer to ensure that exams and assessment data are synchronised
- As needed, train staff to use SIMS effectively
- Maintain Academic Management to ensure that staff and students are in the correct classes
- Contribute to the updating of the Achievement and Assessment Policy as necessary
- Be part of the school's timetabling team and contributing to the school's timetabling needs
- Any other duties as reasonably required, as commensurate with the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the business.

We are looking for the right person to fill this vacancy; you are looking for the right place to work in. We hope that this booklet and the school's website gives you a flavour of Bourne End Academy. To help you in your application we show below the knowledge, qualifications, skills and experience that we are looking for when reading the applications and at the interview. However, we are always willing to consider anyone with alternative qualifications or experience – and we don't expect anyone to be perfect.

Knowledge/Qualifications

- At least Level 3 qualifications
- Relevant qualification in ICT/business administration
- Analytical skills

Skills

Excellent information technology skills are required, in particular experience of using MS Excel and Capita based products. The successful candidate will also demonstrate excellent administrative skills and have the ability to work sensitively, collaboratively, enthusiastically, calmly and effectively under pressure. Training will be provided, if needed, to be able to support the school's timetabling team.

- Ability to organise and plan, and prioritise workload
- Ability to work with minimal supervision and on own initiative
- Good numeracy, statistical and interpretation skills
- Ability to work under pressure to tight deadlines
- A high standard of spoken and written English
- Ability to produce written and data reports for a varied audience
- Ability to communicate effectively to all stakeholders

Experience

- Experience of effectively using SIMS Assessment Manager and Academic management, and running internal school assessment
- Experience in managing and using a database
- Experience of managing own workload and meeting deadlines
- Broad understanding of secondary education especially assessment e.g. National Curriculum requirements, all 14-19 qualifications

How to Apply

To apply for this post, please complete the application form and email or post with a covering letter. In your letter you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post.
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a cv for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form. We will be pleased to show prospective applicants around school during the week before the deadline for applications. If you are interested in a preliminary visit of this kind you should ring the school for details.

Completed applications should be sent to:-

Mrs Andrea Jacobson, Headteacher, Bourne End Academy, New Road, Bourne End, Bucks, SL8 5BW or Lucy Gibbons (Headteacher PA) at lgibbons@bea.bucks.sch.uk

Deadline for Applications: Noon – Monday 27 February 2017

References

Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Child Protection

Bourne End Academy is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

Our Staff

Staff

We have 98 staff; 48 teachers, of whom 41 are full time, and 50 support staff. There are 17 Subject Leaders and 4 Heads of Year who are responsible for the smooth and effective running of their respective teams. We have a team of excellent Learning Support Assistants who work extremely well with teachers to ensure positive outcomes.

Staff are actively encouraged to contribute ideas to inform whole school planning and to participate in new initiatives. All colleagues have an opportunity to contribute to whole school improvement planning.

All our staff are entitled to an annual Professional Review and to a high quality programme of induction and on-going professional development. We run a comprehensive programme of in-service training designed to develop teaching and leadership skills, to support the aims of the school improvement plan and to encourage colleagues to develop their careers.

We are fortunate in the high quality and commitment of our support staff, who are vital to the success of the school and to the excellence of education that we can provide. Offering an attractive career structure for non-teaching colleagues, supported by training and professional development opportunities, is a school priority. BEA has a Talent Management Policy and goes out of its way to attract and retain excellent staff.

Support staff play a key role in the success of the school fulfilling a variety of functions including exams, administrative, financial, technical, clerical, learning support and site specialists.

Pay and Conditions

Payscale: Bucks Pay Range 5 £25,151 - £27,319 per annum pro rata; 37 hours per week 41 weeks per year; term time plus 2 weeks mid-August to assist with GCSE and A Level results

The post is 37 hours per week, but the post holder must be prepared to work very flexibly, especially during the exam result period, target setting period and assessment cycles. At other times when duties may be lighter time off may be taken for the work put in during the peak hours. This would be agreed and discussed in advance with your line manager.

Equal Opportunities

Bourne End Academy is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school and county policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice. The Headteacher is responsible to the Governors for monitoring this policy. The school subscribes to the Buckinghamshire policy statement on Equality Inclusion.

Smoking and alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the timetabled school day and thereafter only at the Headteacher's discretion during authorised school events.

Dress Code

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discreet piercings in the lower ear only are allowed and no visible tattoos, in line with expectations for students.