

Hills Road Sixth Form College

Appointment of: Data and Systems Analyst

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
Cambridge

Welcome from the Principal



Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether our College is right for your next career step. We hope it is!

Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for outcomes since their inception over twenty-five years ago. But that doesn't make us complacent. We still want to evaluate and improve the ways in which we work with young people to get the best for them and from them, whatever that might take.

We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team, whatever their role in the College, and we are keen to recruit colleagues for whom excellence comes as standard. We also want you to continue to grow professionally while you are with us and will explore with you ways in which we can support that development. Through the application and interview process, we'll be keen to understand your ideas and approaches to supporting delivery of the best educational outcomes at this specialist A level college.

As a busy, vibrant community of just under 2,700 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership, and our staff wellbeing programme includes access to on-site talking therapy, fitness and relaxation sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes

Jo Trump
Principal

Data and Systems Analyst

Permanent, Full Time (37 hours per week), 52 Weeks per annum

Salary: £43,289 - £48,706 per annum depending qualifications and experience

We are seeking to appoint a Data and Systems Analyst. This is an information services role, helping to provide the foundation of all key data functions of the College. From student support, progress records and exams to funding returns, there is hardly an area of activity which does not rely on this provision. As an institution we take great pride and care in the delivery of excellence in education, and our support services are integral to this aim.

Recently rated 'outstanding' again, Hills Road Sixth Form College continues to enjoy a strong national reputation for excellence in education. In part, this is because we continually review and refine our practice to enhance the experiences of our students and staff, for example, through our collaborative evidence-based approach to professional development. We also appreciate that academic success requires a happy, healthy and caring community, so our coaching culture ensures that the wellbeing of our students and staff is at the heart of all we do.

We offer a wide range of competitive benefits including a generous pension scheme, free use of the College sporting facilities, free on-site parking, cycle to work scheme, discounted local train travel, as well as discounts on all our Adult Education courses.

Closing date: Monday 20th November 2023 at 9.00am

Interviews: Monday 27th November 2023

Details and an application form for the above post may be obtained from our website www.hillsroad.ac.uk

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.

Information for applicants

The Post

We are seeking an experienced colleague to join our information services team. Our ethos is very much driven by collaboration, as we respond to the opportunities and challenges which this work inevitably brings. This role could suit an established MIS colleague who is ready to take a next step in developing their career, perhaps in a larger environment.

Core elements of the MIS service are delivered via a SQL based management information system (ProSolution by oneadvanced.com). Our IT environment is Microsoft/365, and Teams and SharePoint are used extensively.

This is a very exciting time to join the College, as we push forward with exciting growth plans to meet the rising number of 16-19 year olds in the area. We are developing our provision through investment in new buildings and infrastructure on our current site, particularly focussed on the student and staff experience.

The College has approximately 3100 users (staff and students) and our information systems support all our core activities. We support both academic and administrative users.

There is the option for some of this role to be regular remote working, after an agreed induction period. Flexible working is also available.

Salary will be appropriate to the level of experience and within a range Point 29 (£43,289) to Point 34 (£48,706)

The hours are 37 per week. Holidays are 24 working days per annum plus bank holidays.

Nick Dartnell

Head of Management Information and Data Services.

Job Description

Data and Systems Analyst at Hills Road Sixth Form College

Purpose: To provide analytical and information support across a range of key College MIS functions

Reports to: Head of Management Information and Data Services

Main Accountabilities:

Management Information Systems

- to complete the cycle of Individualised Learner Records (ILR) submissions, using ProSolution and the ESFA's FIS & PDSAT tools, correcting errors, inconsistencies, and omissions as necessary
- to provide the Vice Principal (Finance & Operations) and the Director of Finance with the funding reports generated for each ILR return, to enable them to reconcile funding values with modelled forecasts
- to update the College's annual overall schedule for 16-19 student learning hours
- to work with the Assistant Principal (Student Support) to devise the content for 16-19 learning agreements, incorporating the appropriate learning hours from the College's overall schedule, and to manage these records
- to examine Quality Assurance Reports (QAR) & associated 'BI Tools Dashboard' (based on ILR return data) published periodically by the Government, and advise CST/governors accordingly
- to support the Admissions team, Exams and timetablers with data services and assistance as required
- to liaise as necessary with MIS colleagues responsible for managing course changes, including in relation to amended learning agreements
- where appropriate to manage the bespoke timetabling arrangements for student events, e.g. Y11 welcome days
- to develop and generate stakeholder data reports for analytic purposes
- to provide supporting data for the College's termly reviews of its Board Assurance Framework and associated risk registers
- to assist senior colleagues in the event of internal audits and external audits and data analyses

Curriculum Quality Data

- to provide appropriate student, student attendance, examination outcome and destination data to Six Dimensions
- to analyse the Six Dimensions report and other performance data to create data dashboards for Curriculum and Guidance

- to advise and support Curriculum Directors in relation to Six Dimensions data
- To work with the Assistant Principal (Quality & Systems) maintain records of Department Development Plan grades
- to produce benchmark grades for students, based on qualifications on entry, to inform 'in-year progress monitoring' (IYPM) processes
- to produce In Year Progress Monitoring (IYPM) data analyses for Heads of Department and Curriculum & Guidance Leadership Team at the designated points in the College year, including analysis of Y12 summer exams
- to keep up-to-date with added value systems in order to advise the Curriculum Team about which is the most appropriate to meet the College's needs
- as necessary, to support and advise the Curriculum Team on reviewing and realigning these and other quality processes

Examination results

- to process and collate examination grades accessed from each of the relevant Awarding Organisations
- to work with the Exams Office to provide timely accurate results information to students and staff on results day, including overall exam and component score data, and update and periodically update data following outcomes of post-results reviews of marking
- to brief CST on examination grade patterns in comparison with previous years, and details relevant to local press/media releases on results day, provide staff with an overview of examination grades by subject
- to provide analysis for the Assistant Principal (Quality & Systems) on the examination results to facilitate reporting to CST and the Corporation, including for the College's Self Assessment Report
- to carry out the annual reconciliation of examination results held by the Government, in preparation for their publication of the annual performance tables in January
- to process and summarise for CST, staff and Governors the Government's annual performance table data published in January (and update this for the supplementary data published in March)
- to produce A level results graphical summaries for departments to display in support of key events (e.g. Open Days, Welcome Days)

Cross-College Quality Assurance

- to maintain the College's archive of performance indicator data
- to use the archive of performance indicators to provide key data and associated 'infographics' for the College's annual self-assessment report (SAR), especially in relation to student outcomes, but including retentions and destinations
- to analyse and report on data relating to equality and diversity (E&D), including vulnerable groups (as defined externally and by the College)
- in support the College's Careers Team:
 - to process and analyse destinations data from the annual UCAS reports

- to maintain the College's annual record of interviews and offers for Oxbridge applications, analysing the data to inform the following year's process
- to process and publish HESA data on degree outcomes, as published annually by the SFCA
- in support of the College's Guidance Team:
 - to manage learning agreement collection and records
- in support of the College's Study Skills Team:
 - to process and analyse the Lucid Exact survey data
- to manage the College's annual cycle of 'satisfaction surveys' (parents, students and staff), analysing the results and presenting the conclusions in suitable formats for the relevant audiences
- to provide suitable data and analyses in support of preparations by senior colleagues for an Ofsted inspection or related activities or
- to examine the 'Analyse School Performance' data published periodically by Ofsted through its 'secure access' portal, including the new 'Inspection Data Summary Reports' (ISDR), and advise CST/Governors accordingly.

Accountabilities that relate to all staff at the College:

- demonstrate behaviour and values consistent with the person specification for this role
- promote equality of opportunity in accordance with the College's Single Equality Scheme
- maintain high standards of attendance and punctuality
- have proper and professional regard for the ethos, policies, and practices of the College

Person Specification for Data and Systems Analyst

| | Essential | Desirable |
|-----------------------------|---|--|
| Qualifications and training | <p>Degree qualification in a relevant subject, such as Business, IT or Statistics, or equivalent knowledge gained through employment experience</p> <p>Minimum grade C in GCSE English and Maths or equivalent</p> | Professional IT Certification |
| Experience | <p>Use of Excel at an advanced level to support organisation wide processes</p> <p>Significant experience working with MS SQL Server, likely to be consistent with 3-5 yrs. hand-on experience.</p> <p>Significant data analysis and modelling experience</p> <p>Producing and managing data to support middle and senior leaders in improving organisational performance</p> | <p>Experience of working with education-based management information systems, ideally to include post 16 environment (likely to be 3 years minimum)</p> <p>Experience of ETL (extract, transfer, load) technologies</p> <p>Experience of MIS report creation</p> <p>Has experience of managing student data, funding and other data returns.</p> |

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas. Evidence will be established from the application form, CV, covering letter, references, the interview or a combination of these.

| | |
|------------------------|--|
| Skills | <ul style="list-style-type: none"> • Excellent analytical problem-solving skills • Strong Excel skills, for manipulating and presenting data • Strong SQL and SQL scripting skills • Confident communicator with excellent verbal and written communication skills. • Ability to match the style of communication in relation to data to match the audience and their differing levels of understanding • An ability to assess and create documentation for the activities undertaken as appropriate |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of relational database best practices • Strong understanding of the requirements of the MIS cycle in an educational setting • Good working knowledge of SQL Server Reporting Services • An understanding of the legal and ethical issues surrounding the use of computers and the data that they create and store |
| Organisation | <ul style="list-style-type: none"> • sharing knowledge, problem-solving and good practice, including to minimise sole-knowledge risks • Well organised, able to manage own time effectively in order to meet deadlines and to develop contingencies to cope with the unforeseen • An ability to look ahead and plan accordingly to meet concurrent demands upon self and team |
| Disposition & Approach | <ul style="list-style-type: none"> • A positive, flexible, 'can do' approach to responding to challenges and opportunities, including a willingness to learn new tasks and skills to eliminate sole knowledge risk within the team • High levels of emotional intelligence and resilience, with the ability to recognise and manage their own and others' emotions effectively in the workplace • An ability to proactively recognise issues and recommend solutions • A mature, proactive, outgoing personality, comfortable in dealing with staff and students. Note that the student body is not restricted to the sixth form but includes a significant number of adult learners • A willingness to engage with the role fully and to ensure that assigned tasks, and delegated tasks, are completed in a timely fashion • Enjoy working as part of a team |
| Focus on quality | <ul style="list-style-type: none"> • Commitment to high standards of work and accuracy, with strong attention to detail • Commitment to the ethos and values of the College • Commitment to the aim of the College to achieve quality and value for money in all aspects of its work • Commitment to continuous improvement and willingness to attend appropriate training and development events |

Overview of the College

The College

The College operates on an attractive site just over a mile south of the centre of the historic city of Cambridge. The site has been occupied from 1903 when it was originally home to the Cambridge and County School for Boys. Since its inception in 1974, succeeding the former boys' grammar school, the College has concentrated mainly on providing Advanced level courses to students in the Cambridge area. Having responded to strong and sustained demand for places over a number of years, we now have 2,600 full-time 16-19 students for whom we provide a choice of 35 A level subjects plus the Extended Project Qualification, an extensive programme of enrichment and extra-curricular activities and responsive individual support and guidance. The breadth, depth and challenge of this curriculum are at the heart of our long-standing educational vision.

The College is a member of the Cambridge Area 14-19 Partnership: there are ten other centres for post-16 education: Cambridge Regional College, Long Road Sixth Form College, The College of West Anglia, The Cambridge Academy of Science and Technology, (formerly the UTC Cambridge), and six school sixth forms. The Cambridge Area 14-19 Partnership provides a common application procedure for post-16 courses and co-ordinates the information and guidance services for student transfer at 16+. The great majority of our full-time sixth form students are recruited from 21 maintained secondary comprehensive schools in the Cambridge area, 14 of which do not have their own sixth form.

We deliver an Adult Education programme, mainly during evenings and some weekends. The number of part-time adult student enrolments is around 2,900 a year. The range of courses reflects the needs of a much wider community in Cambridge and the surrounding area. The College is also a study centre for the Open University.

The Hills Road Sports and Tennis Centre is solely owned by the College and operates as Cantabrigian Ltd. While providing an outstanding facility for staff and students of the College, it also serves as a community sports centre working in partnership with Cambridge City Council and the Lawn Tennis Association. Local residents use the centre on a pay-as-you-play basis or via the membership scheme. Activities range from tennis and fitness room sessions to squash, cricket and Pilates.

College Performance

Hills Road Sixth Form College enjoys a national reputation for excellence and, in its last Ofsted inspection, was rated 'outstanding with no recommendations' in all graded areas.

A summary of the College's performance:

- In the Government's examination performance table for 'points per examination entry', the College has consistently posted the highest score of any sixth form college in the country.
- A level pass rates have exceeded 99.5% for the last five years.
- Value added is consistently positive, indicating that, on average, Hills Road students achieve better results than might have been expected based on their prior GCSE outcomes.
- Often after a gap year, around 90% of our leavers progress to Higher Education; two thirds go to the most sought-after Russell Group universities.
- Hills Road students consistently thrive in higher education with 55% earning first class honours degrees in 2020 according to the latest Sixth Form College Association report which is based on HESA data.
- Hills Road has been consistently shortlisted since 2017 as a finalist in the TES 'Sixth Form College of the Year' award including for 2021.

Exam Results 2023

The 2023 A level results were outstanding and very similar to the typical, strong performance in recent years. Despite the challenges of recent academic years, the staff effectively supported and directed students to enable them to achieve highly.

| | 2023 HRSFC | 2023 National |
|--------|---------------|------------------|
| A* | 18% | 8.6% |
| A* - B | 77% | 52.7% |
| A* - E | 99.6% | 97.2% |

College Ethos

At Hills Road, we are strongly committed to providing our students with a broad sixth form education characterised by academic excellence, high quality learning

experiences and extensive enrichment opportunities. Students are encouraged to achieve the highest standards not only in the classroom but also in a range of extra-curricular activities which help them to develop new skills, think independently and exercise their responsibilities as global citizens. We seek to promote a caring and supportive atmosphere with a strong sense of community in which all students are valued equally as individuals and treated as young adults.

From teaching and tutorial departments to administrative and support functions, Hills Road staff are deployed within specialist teams where their expertise, knowledge and skills may be used to best effect: each student has a specialist tutor with whom they meet regularly; subject departments offer lunchtime workshops where students can receive one-to-one support with homework queries or extension work; help with all aspects of learning, from essay writing to time management, is available from the specialist team in the Study Skills Department; and the Careers Department advises students on the world outside and beyond Hills Road, from work experience to UCAS applications. The Student Services Team respond to all manner of student need and ensures a qualified staff member is available throughout the College day to respond to student concerns in respect of wellbeing and mental health.

Specialisation brings considerable benefits to staff as well as to students: not only does it have a significant impact on the quality of teaching, support and guidance, but it also helps to enrich working relationships and to promote a culture of learning and continuous improvement. Teams are encouraged to work in creative and collaborative ways and to reflect on their own and each other's performance.

College Facilities

Throughout our history, the buildings have been extended and refurbished to meet changing needs. All lessons take place in high quality, purpose-built accommodation. In addition to excellent classrooms which are fully equipped with digital media resources, the College enjoys first class facilities including: extensive open-access IT facilities, a Library and Resources Centre, The Robinson Theatre, a modern well-equipped Music Department with recital room and practice rooms, an Art and Design Centre and specialist laboratories for science and language learning. Indoor and outdoor sports facilities are excellent, with the Sports and Tennis Centre located on the main site and a well-maintained ten-acre sports ground, including a modern pavilion, situated within a short walk from the College. The most recent addition to our facilities is The Linda Sinclair Building, a fabulous three-storey building at the edge of our site which provides outstanding accommodation for the Mathematics, Performing Arts and Sport departments. Our relatively new Student Services area is at the heart of the College site. This houses the Supported Independent Learning Service, the Careers department, a new library-style student study space and a reception area staffed by members of the Student Services Team.

Work has recently been completed to extensively improve catering facilities and social space, including a new building to add increased study spaces for students.

College Finances

Since incorporation, the College has managed its finances effectively and has continually met the financial criteria under the different funding bodies. The College's financial returns have been assessed as 'outstanding' over many years, including 2021. Full management accounts are produced each month in order to monitor and manage the finances and to report to senior management and the Corporation in a timely manner. Sound financial management has allowed the College to maximise the potential for investment in human and physical resources, and, in particular, to fulfil the phases of its long-term property strategy.

A Stimulating Environment

We hope this has helped to convey some of the qualities which make Hills Road Sixth Form College a stimulating and rewarding place in which to work and learn. If your application is successful, you will experience a College which enjoys a happy and purposeful atmosphere and a unique blend of opportunity, quality and achievement.

How to Apply

Applicants are asked to do the following:

- complete the Hills Road Sixth Form College application form
- complete the equality and diversity monitoring form
- write a supporting letter of application
- supply a brief CV

The completed application form should be submitted via email to recruitment@hillsroad.ac.uk. All documents should be submitted by 9.00am on Monday 20th November 2023.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Monday 27th November 2023, then unfortunately your application has not been successful.

Interviews will be held on Monday 27th November 2023.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability, you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'AccessAble: www.accessable.co.uk.

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College, please go to our website <http://www.hillsroad.ac.uk>

Human Resources

