



CANDIDATE INFORMATION BROCHURE



To inspire young people to make their best better



November 2017

Dear Candidate

Thank you for taking the time to apply for the Data Co-ordinator post at Maltings Academy.

Maltings Academy opened in September 2008 and is part of Academies Enterprise Trust, the largest nationwide, multi-academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up-to-date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Maltings Academy was graded as “Outstanding” by Ofsted in March 2015. “Students believe they can and will achieve and understand how to do so”. “They approach their learning with enthusiasm, confidence and determination”. Ofsted also said “students’ behaviour is excellent” and “teaching is highly effective”.

This is a great opportunity to work in an outstanding school.

Visits to the Academy are encouraged. To arrange a visit or for more information please contact Human Resources on 01376 512911 extension 1201 or hr@maltingsacademy.org

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team

Job description

Job Title: Data Co-ordinator

Department: Data

Responsible to: Data Manager

Hours: 37 per week, term time plus 4 weeks holiday working

Job Purpose

To support the delivery and development of an effective Data, Assessment, Reporting and Recording function to support the raising of attainment and achievement, contributing to the academy's strategic aims.

Safeguarding

Our academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

Duties

Data Co-ordination

- 1.1 To act as a first point of contact for staff requiring data support, providing an outstanding level of customer service.
- 1.2 To ensure that the academy complies with the regulations of the Data Protection Act.
- 1.3 To import and export Common Transfer Files (CTF) securely via the S2S website when students leave or arrive to ensure smooth transfers.
- 1.4 To prepare Year 6 student data, liaising with the Office Manager, the LEA and primary schools.
- 1.5 To obtain student information for mid-year admissions from students' previous schools, liaise with Heads of Subject to build their timetable and to complete the appropriate paperwork.
- 1.6 To co-ordinate the annual distribution of student data forms and updating of student personal information as required.
- 1.7 To manage SEN data transfer from the MIS to Provision Map Writer at the start of the academic year and throughout the year for new students.
- 1.8 To work closely with the Data Team at the sister academy to ensure best practice and consistency across the academies.
- 1.9 To administer the Show my Homework system and work with stakeholders to ensure this is effective.
- 1.10 To communicate with outside agencies regarding students and data requests.
- 1.11 To scan documents and upload to relevant online file storage facilities.
- 1.12 To support the Data Manager on results days.
- 1.13 To take responsibility for specific data projects as directed by the Data Manager.

1.14 To deputise for the Data Manager in their absence.

Management Information System

- 2.1 To manage the inputting of timetable data into the MIS including students' banding and setting, teaching groups and assignment of students.
- 2.2 To print and distribute timetables and send to staff and students at the start of the academic year and throughout the year as required.
- 2.3 To administer student timetable changes, room changes, staff teaching group changes and blocking off periods when required.
- 2.4 To add new teaching and support staff as Progresso users.
- 2.5 To support the Data Manager with the school census ensuring the MIS is to update and recording any new data items required by DfE.
- 2.6 To support the Data Manager in developing the use of the database in the Academy.
- 2.7 To develop the use of dashboards and widgets for SLT, HoYs and other staff.

Curriculum

- 3.1 To allocate all students aged 13 years and over with a Unique Learning Number (ULN) registering those who do not already have this.
- 3.2 To collate Year 8/9 options information annually, liaising with teachers and inputting agreed actions into the MIS.
- 3.3 To allocate and record EELs on a termly basis, ensuring allocation is fair, changes are made on the MIS and new timetables are issued to students. To process required EEL changes throughout the year, liaising with teachers for authorisation of the change.

Assessment, Reporting and Recording

- 4.1 To create, run, check and distribute reports including the Weekly Performance Data Report.
- 4.2 To liaise with Reprographics department for printing of reports where necessary.
- 4.3 To support with the inputting and updating of CATs, SATs, FFT data, SEND and LDD categories.
- 4.4 To co-ordinate report cycles and prepare reports and information including Target Setting Day; Year 11 profiles; Honours Certificates and data for parental access.
- 4.5 To support the checking of online reporting information in the MIS including assessment targets and results.
- 4.6 To support the production of data reports for SLT, organising data from multiple sources and collating into a coherent graphical representation.

General

- 5.1 To attend required meetings and training sessions.
- 5.2 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- 5.3 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of online health and safety training.

- 5.4 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy.
- 5.5 To maintain confidentiality in all academy related matters.
- 5.6 To undertake any other duties commensurate with the post, as directed by Line Manager.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
 2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.
 3. The job description is not a comprehensive definition of the post. It should be reviewed annually by the Line Manager and post holder. It may be subject to amendment to meet the changing demands of the academy at the reasonable discretion of the Head of Academy.
 4. This job description does not form part of the contract of employment.
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 3. The 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.
 4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
 5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
 6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
 7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

Criteria	Standard	Essential /Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> Significant experience of working in a data role including <ul style="list-style-type: none"> - inputting data - maintaining accurate records - producing customised reports - using a Management Information System Knowledge of Data Protection Advanced IT skills including Excel and databases Excellent literacy & numeracy skills including GCSE English & Maths C grade or equivalent Educated to A Level or equivalent 	E
	<ul style="list-style-type: none"> Experience of using Google (mail; calendar; drive) Experience of working in a school 	D
2. Organisation & Planning	<ul style="list-style-type: none"> Experience of planning and managing a busy workload and conflicting priorities to deadlines Ability to plan work termly (3-4 monthly) 	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> Experience of resolving complex data problems independently Experience of using initiative and working independently Ability to stay calm under pressure Ability to work effectively in changing situations Experience of developing and implementing processes and procedures Ability (or potential to develop in the role) to deputise in the absence of Data Manager 	E
4. Communication	<ul style="list-style-type: none"> Excellent communication skills with ability to use clear language to communicate information unambiguously both verbally and in writing Ability to communicate and support users across multiple sites 	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> Experience of building and maintaining effective relationships with others and negotiating effectively Experience of working effectively as part of a team Experience of coaching others Demonstrate a commitment to equality Proven experience and ability to provide an 	E

	outstanding level of customer service to internal/external customers (anticipating and exceeding customer needs)	
6. Flexibility & Adaptability	<ul style="list-style-type: none"> Ability to work flexibly to meet academy needs including working at Maltings Academy, New Rickstones Academy and Witham Sixth Form Centre. Ability to work during exam results periods 	E
7. Safeguarding	<ul style="list-style-type: none"> Understanding of safeguarding / child protection procedures 	E
8. Other	<ul style="list-style-type: none"> Demonstrable commitment to own professional development, able to identify training needs and identify opportunities to meet them Demonstrable commitment to high ethical and personal values Requirement for regular VDU use 	E

Academies Enterprise Trust

Academies Enterprise Trust is a network of 66 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them. Our vision is to help pupils achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for pupils.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education

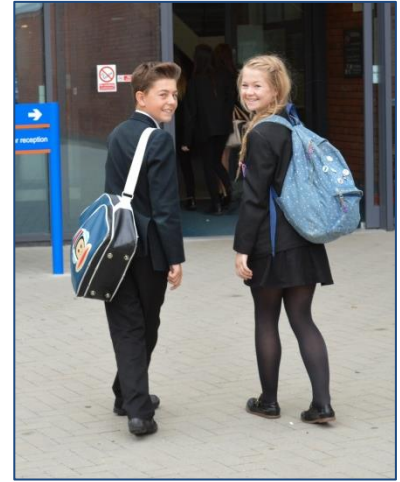


A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes



Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

.Academies Enterprise Trust - Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and, where necessary, employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis of your individual staff record.