

Recruitment Pack

Ellis Guilford School
DATA MANAGER



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for Data Manager at Ellis Guilford School.

I joined Ellis Guilford School as Principal in January 2019. It is a great honour and privilege to be asked to lead a school of nearly 1400 young people. We are undergoing a period of change over the next two to three years to ensure that, once again, Ellis Guilford is a school

that the local community can be very proud of.

Central to this improvement is the development of staff skills to meet the demands of the 21st Century curriculum. I consider the next few years will be an exciting time for all the staff and students here. We are looking for people to join us who are committed to making a difference to the lives of young people, many of whom come from disadvantaged backgrounds. They deserve our support and encouragement and the reward for staff when they witness the changes that can be made are immense.

If you are passionate about changing the lives of young people we would like to hear from you.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people we would very much like to hear from you.

If you would like to discuss this role further, please contact our HR team on recruitment@ellisguilford.nottingham.sch.uk or 0115 913 1338.

Yours sincerely,

A handwritten signature in black ink that reads 'D Powell'.

David Powell

“The curriculum provides for pupils’ spiritual, moral, social and cultural development.”
Ofsted 2018

You can find out more at:
www.ellisguilfordschool.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 13,000 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 aims for our Students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT ELLIS GUILFORD SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



Summary of Ellis Guilford Schools Progress Scores in 2017/18:

- Progress 8 score: **-0.97**
- Attainment 8 score: **34.8%**
- Pupils entering EBacc: **23%**
- Staying in Education or entering employment: **97.8%**

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

<https://www.compare-school-performance.service.gov.uk/school/146539/ellis-guilford-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the education they deserve.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.



You can find out more at:
www.ellisguilfordschool.org.uk

DATA MANAGER

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade F (Points 20 – 24)

THE ROLE

Under the direction of the Academy's Senior Leadership Team to provide efficient and effective organisation of the Academy's assessment, recording, reporting and tracking systems and to provide other data and information which will assist the Academy to run effectively.

REPORTING LINES

The post will report to the Business Service Leader: Data & Exams

ATTAINMENT AND PROGRESS DATA

- Develop the use of SIMS Assessment Manager and support all staff in their day to day use of the system.
- Create and maintain the assessment database and ensure that assessment data held on students is accurate and complete.
- Manage data and configuration of analysis tools, primarily SISRA.
- Import these targets into the Academy's target setting and monitoring systems.
- Analyse achievement data and produce reports on the attainment and progress of individual students and cohorts of students at times set out in the assessment calendar.
- Set up and manage systems for tracking the progress of students in each key stage.
- Keep records of student interventions which have taken place and record their impact.
- Attend and support key meetings with the SLT progress lead.

SIMS

- Manage student data to ensure data integrity.
- Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS by promoting students into the new year structure.

You can find out more at:

www.ellisguilfordschool.org.uk

- Set up and maintain registration groups.
- Update all timetable and curriculum changes involving students, courses, teachers and rooms.
- Ensure the smooth transfer of data between Nova-T, SIMS and SISRA
- Set up and maintain options online.

SISRA

- Ensure the management of the school data package is efficient and up to date.
- Create, modify and delete users as required.
- Ensure assessment point data is taken from SIMS and is imported into SISRA.
- Create and provide summary and individual student reports on progress across all aspects of the curriculum and cohorts as required by SLT and Faculty Heads.
- Work with staff and the SLT Progress Lead to develop staff use and understanding of SISRA reports to inform intervention both at subject, year and class teacher level.
- Provide reports of student, cohort and subject specific data as required by the Senior Leadership Team, Heads of Faculty and Year Teams.
- To import results data and provide reports on results against targets as each external examination point.
- To attend training sessions from the product provider and inform school developments from this training and cascade training in school.

BEHAVIOUR AND ATTENDANCE

- Set up and maintain the behaviour management recording system.
- Set up and maintain the rewards recording system.
- Analyse attendance/behaviour and produce data reports at times set out in the Academy calendar.

SCHOOL CENSUS

- Co-ordinate and complete the annual school census and complete other government and academy sponsor statistical returns.
- Manage performance table data.
- Maintain integrity of data using external websites to meet statutory requirements.

REPORTS

- Manage the production and distribution of annual reports and interim reports on the progress of all students in the Academy.

TIMETABLE

- Support the Academy's timetable in the development and production of the Academy timetable.
- Prepare the Academy's academic year calendar.

OTHER DUTIES

- Provide support on staff queries and administration of users on MIS systems.
 - Manage data and configuration of parental engagement tools.
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GENERAL RESPONSIBILITIES

- Work co-operatively with other support and teaching staff.
- Comply with Creative Education Trust policies.
- Carry out any such duties as may be reasonably required by the Creative Education Trust.
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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 Principal.

You can find out more at:
www.ellisguilfordschool.org.uk

DATA MANAGER

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to at least A level or equivalent Relevant qualification in ICT/business administration Analytical skills 	<ul style="list-style-type: none"> Evidence of continuing professional development Further education qualification(s) and / or degree(s) in a relevant discipline
Experience	<ul style="list-style-type: none"> Experience of working in data management Experience of managing and developing data systems Experience of information gathering and analysis 	<ul style="list-style-type: none"> Working in an educational environment Experience of working with SIMS Experience of producing accurate data for assessment, target setting, tracking and reporting
Knowledge	<ul style="list-style-type: none"> High level of computer literacy 	<ul style="list-style-type: none"> Knowledge of academy timetabling Knowledge of statutory data reporting requirements such as the academy census
Skills	<ul style="list-style-type: none"> Excellent IT skills Ability to focus on detail and be accurate when compiling reports Excellent communication skills Ability to meet tight deadlines, maintaining a high level of accuracy Able to use own initiative and think creatively Excellent organisational and planning skills including the ability to be flexible in order to achieve targets 	
Equal Opportunities	<ul style="list-style-type: none"> Commitment to inclusion and diversity 	

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.

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