



BRIDGE ACADEMY

Data Manager Information Pack



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

| Hard Work | Integrity | Kindness |

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Thursday 12th October 2023.**

Yours faithfully,

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

All appointments will be subject to the necessary safeguarding checks, which include:

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cycle Scheme and Green Commute Initiative

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

Employee Assistance Programme

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Mindfulness Programme

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

Optical Expenses

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

Our Award-Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose-built ICT suites & 1 suite with retractable I-desks.
- ICT facilities on all floors within the Academy

Music Facilities

- A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms.
- 2 music technology classrooms, equipped with Mac computers and midi keyboards

Performance Hall

- 350+ seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.

- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astroturf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events: Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

JOB DESCRIPTION

Job Title:	Data Manager
Reporting to:	Vice Principal for Data and Exams
Annual Salary Scale Point Range:	Point 34 - 38 (Currently: £40,439 - £44,199)
Working Hours:	37.5 hours per week, 8:00am - 16:00pm.
Annual Leave Entitlement:	25 days
	Holidays are restricted to avoid key times of the academic year during term time. Holidays will mainly need to be taken during non-term time. Some flexibility in working arrangements e.g. start/end times and working from home can be discussed at the selection stage.

Job Purpose

The main purpose of the role is to take responsibility for the management, administration, maintenance, and development of the Academy's data systems. The post holder will:

- Analyse and interpret data to inform decisions at all levels at the Academy.
- Create reports, marksheets and trackers for the purpose of data collection, analysis and reporting, enabling all stakeholders at the Academy, to engage with data and drive the strategic decision-making process for the benefit of students.
- Support the Senior Leadership Team in managing and developing the use of data across the Academy.
- Ensure all statutory data requirements are met.
- Maintain full accuracy and confidentiality with integrity.

You will be supported by the Vice Principal who oversees exams and data management within the Academy. He has experience as a Data Manager and will offer guidance in the role.

Main Responsibilities

1. Planning

- Developing the annual plan of data collection, system integrations (examinations, results), performance analysis and reporting.
- Supporting Heads of Learning Areas, Subject Leaders, and Directors of Learning with student data reviews, performance analysis and interpretation.
- Maintaining contextual data on the demographics of the borough, performance of schools

overall and comparisons for future reviews, liaising with external parties where necessary.

- Developing the Academy's use of data for the Senior Leadership Team, Human Resources, and teaching staff.
- Create reports as and when required for various departments across the Academy.
- Assist with reporting on exam analysis.

2. Data Management

- Compliance with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Supervising all data input processes including validation reviews.
- Updating the annual transfer of data as students' progress each year.
- Maintaining the history of attainment for comparative purposes.
- Ensuring that all data from external sources is uploaded effectively and validated.
- Creating and maintaining systems to provide data to inform the Senior Leadership Team on value added performance of individual subjects and departments.

3. Management Information System

- To take responsibility with integrity, all areas of data input and output within the Academy through our MIS.
- To maintain relevant databases, including student records, using SIMS, (Student Information Management System), to ensure that they are up to date and fit for purpose.
- To work with the Vice Principal in setting key stage and year targets for students, as well as subject targets.

4. Reporting

- Building systems for regular student reporting and preparing performance reporting and targets.
- Maintaining all data records, their validation and operational process controls.
- Advising and assisting the Vice Principal in reporting to School Improvement Partners, Governors, School Development Advisors and Ofsted Inspectors in target setting and detailed analysis of school performance.
- Completing all statutory reporting requirements. I.e. School Census and to assist the Human Resources Manager with the School Workforce Census where necessary.

5. Systems and Processes

- Maintaining and updating the student database procedures, manual and documented processes integrating the use of feeder systems.
- Securing effective support with the system supplier for updates and training.

- Setting up each academic year and migrating data as necessary.
- Supporting the timetabling system, examination systems and other feeder systems as required.
- To oversee the administrative admissions process for enrolling students and Year 6 transition.
- Support the Vice Principal with the administration of intervention scheduling, registers and tracking.
- Help to maintain Easytrace and ParentPay, adding students and staff on the system and taking student photos.

6. Training

- Supporting middle leaders by delivering training on data i.e. analysis, reporting procedures etc.
- Supporting the Senior Leadership Team in delivering training for analysis.
- Training staff on MIS and other data systems including Excel.

7. Other

To carry out duties, commensurate with the post, necessary for the smooth running of the Academy as required by the Line Manager and the Principal as and when required, including actively promoting the safety and welfare of our children and young people.

This job description sets out the main duties of the post at this current time. It is not an exhaustive list. The responsibilities will be discussed when required and can subject to change, i.e. it may be altered due to the needs of the Academy in consultation with the post-holder, if the need arises.

PERSON SPECIFICATION

Qualifications and Experience

- Educated to Degree Level or equivalent.
- Previous Data Manager experience.
- Previous experience within the education sector.
- Planning data collection and data management experience.

Skills and Knowledge

- Documentation of processes and audit controls.
- Proficient in IT /Data Systems (SIMS Software), Microsoft Office, etc.
- Excellent organisational, methodical and analytical skills.
- Excellent communication skills both written and oral.
- Strong Numeric skills, attention to detail and accuracy.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.
- Knowledge and understanding of Child Protection, safeguarding children and promoting the welfare of young people.

Personal Qualities

- Commit fully to the Academy mission of ensuring that every student will go on to a good university or equivalent, thrive in a top job and live a great life.
- Ability to maintain confidentiality and discretion at all times.
- Strong commitment to excellent service delivery.
- Ability to work under pressure, prioritise, manage time effectively and meet deadlines.
- Innovative and creative in problem solving.
- Adaptability to changing circumstances and new ideas.

Data Manager

Job Start: Immediate, subject to the completion of the pre-employment checks process
Scale Point Range: Point 34 - 38
Annual Salary Range: £40,439 - £44,199
Location: South Hackney
Contract Type: Permanent

'The best school I've ever worked at: the culture, the staff and students, the training, everything!' (staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An Achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking to appoint a Data Manager who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The successful candidate will be responsible for the oversight and collection, organisation, input, analysis, presentation and distribution of data relating to student attainment and progress. Proficiency in using IT (especially excel) and Data Systems (SIMS Software), is essential. You will be confident in working collaboratively with staff at all levels and interacting with students when required. The role requires the ability to manage and prioritise tasks, with the flexibility to manage emerging situations and busy periods effectively. Previous experience within the education sector is preferable.

This is a great opportunity for an individual who is seeking a new challenge within data management. If you are up for the challenge we would love to hear from you.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please read the information pack and complete the online application form. Please ensure that you read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. **The deadline for applications is 9:00am on: Thursday 12th October 2023.**

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.