



ELLESMERE PORT
CATHOLIC HIGH SCHOOL

Curriculum Support Manager

Candidate Information Pack

February 2018



Introduction

I would like to thank you for your interest in the exciting new role of Curriculum Support Manager at Ellesmere Port Catholic High School.

Our staff are committed to providing the very best opportunities for every young person we educate to achieve their potential.

I hope that after reading this information pack and other research you will get a flavour of how ambitious we are at Ellesmere Port Catholic High School. We are focusing all our efforts and talents on what we have a burning desire to achieve: to become an outstanding school.

Our June 2015 Section 5 Ofsted inspection rated the school GOOD in all areas and stated: 'Outstanding leadership has been the catalyst to substantial and rapid improvement. This is now a school to which staff and students are proud to belong and where students' achievement is improving apace.' The report also highlighted that 'The school provides a broad range of both academic and vocational subjects and higher ability students make good progress'.

Our October 2015 the Ofsted inspection of the Religious Life of the school rated us GOOD saying 'The sense of aspiration seems to permeate throughout all areas of school life There is a culture which encourages everyone to do their best' and that 'There is a strong and effective pastoral support system in place to support students with different needs'.

Our mission statement is:

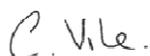
"I have come that they may have life and live it to the full" John 10:10

The school's clear vision is:

- Promote the dignity and worth of each person
- Strong catholic Ethos
- Ensuring every child is known
- High Expectations of everyone
- Excellent Leadership at all levels
- Excellent Teaching
- Exemplary Behaviour and Personal Standards
- At the Heart of the Community
- Promotion of British Values

We are looking for Curriculum Support Manager who shares this commitment and holds values conducive to making our ambitious goals a reality. We are seeking someone, who like us, recognises the valuable impact of effective data and administration support and who will have an unremitting focus on managing an office and a team of people to provide a quality service.

This pack gives information about the nature of the Curriculum Support Manager role. We very much hope that this opportunity will excite you, as it does us, and lead you to submitting an application. Good luck with your application.



Mrs C Vile
Headteacher

Curriculum Support Manager

Full time, Full year

Grade 8 (£25,951 - £30,153)

Governors are seeking to appoint an ambitious Curriculum Support Manager who has a successful track record of performance and delivery in the education sector and is seeking a role that provides administrative and data management support to the Headteacher and Senior Leadership Team.

The successful candidate will be a dedicated professional with a vision of how to provide an outstanding service. The role will have responsibility for the School's Information Management Systems and leading on the effective use of data across the school. This will include overseeing, maintaining and developing the school's use of data including assessment, reporting, attendance and examinations. The role will include management of the administration support function for the school. Part of the role will be to schedule the timetable working alongside an Assistant Headteacher.

The appointment will offer the successful candidate the opportunity to contribute to our already successful school, in our bid to become Outstanding.

If you have the skills and motivation to help lead a forward thinking team, we encourage you to apply.

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing and should include examples that align with the Job Description and Person Specification. You should not feel constrained by the space available and a separate letter is perfectly acceptable. Please do not submit a CV in preference to completing the application form and the letter of application as this will be discounted. Application consistency is necessary as it forms part of our Safeguarding procedures.

Visits to the school prior to application are welcome; please contact the school to arrange.

Closing date: Noon on Monday 26 February 2018

Interviews: Thursday 1 March 2018

Start Date: As soon as possible

Contract: Permanent

Applications are to be returned by email to admin@email.epchs.co.uk or to the school address.

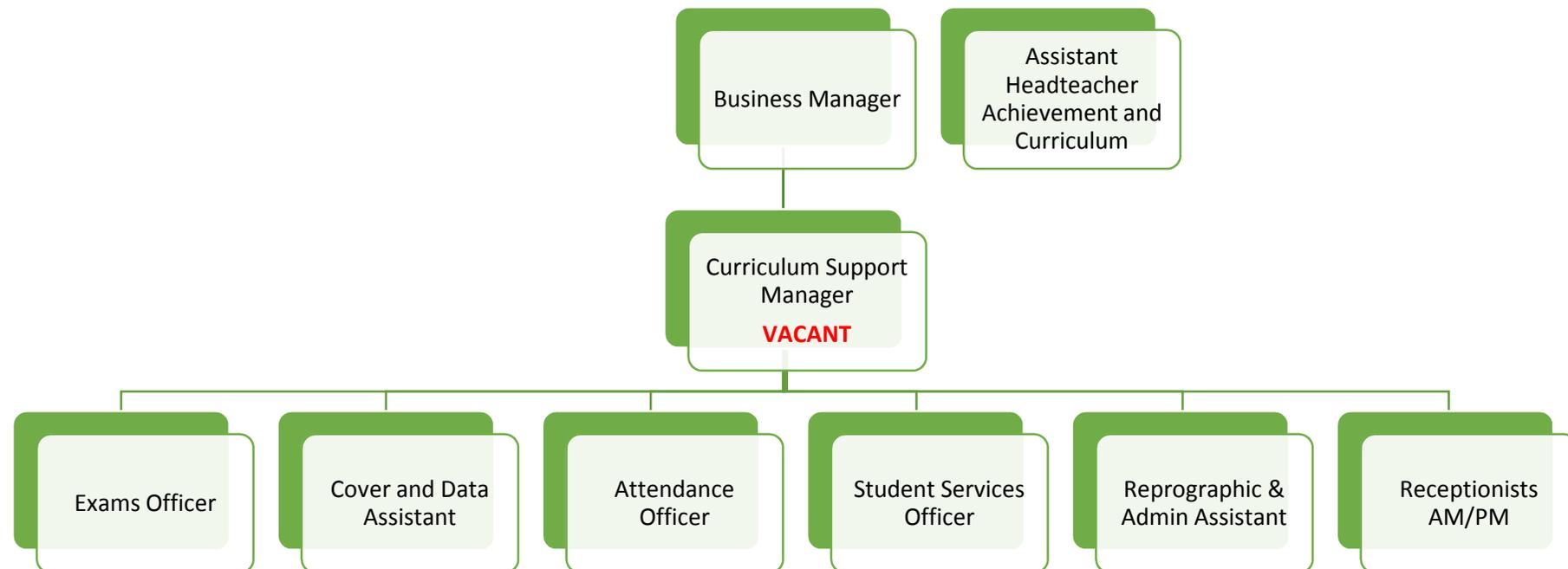
EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check.

Leadership at Ellesmere Port Catholic High School

The Curriculum Support Manager will be line managed by the Business Manager and will work closely with the Assistant Headteacher for Achievement and Curriculum as well as providing key data for the Headteacher.

The post holder will line manage the team providing key support functions to the school as shown in the structure below. They will support the senior leadership team in delivery of their roles, working to support the smooth running of these support services.

This is a new role which will allow development of key services supporting the work of the school and is an exciting opportunity for the right candidate.



CURRICULUM SUPPORT MANAGER JOB DESCRIPTION

JOB TITLE: Curriculum Support Manager

REFERENCE: AAAE5182

GRADE: 8

RESPONSIBLE TO: Business Manager

JOB PURPOSE

To develop and maintain the School's Information Management Systems (SIMS) computer administration network and other school MIS, maintaining data integrity in order to administer and process entries and results, and provide assessment reports to parents.

To oversee the management of the schools internal and external examinations process.

To oversee the management the provision of teacher cover via the cover supervision team and effective management of the school's supply budget.

To manage the curriculum support administration function for the whole school.

PRINCIPAL RESPONSIBILITIES

- 1 Lead on the development and operation of computerised administration systems (SIMS/ SIMS in Touch) and other web based systems (SMID, SMHW, CPOMS, FFT, Truancy Call) in order to ensure that comprehensive data and information is available to the Headteacher and governing body, LEA and other agencies; thereby ensuring effective and efficient management of the school.
- 2 Liaise with external organisations on the development of existing and new SIMS modules; implement regular upgrades in the software in order to maintain its functionality and effectiveness and attend SIMS and Assessment Manager user-group meetings, in order to improve expertise in those areas and develop links with other SIMS managers in Cheshire schools.
- 3 Investigate the potential of new procedures and systems that could contribute to the maintenance of the highest possible level of administrative efficiency in the school. Train all teaching and support staff in relevant software packages, to include the use of SIMS modules and Report software in order to ensure accuracy, awareness of data and confidence in using the data available.

- 4 Manage the preparation of reports and data needed by the management group or Governors of the school and external agencies, analyse various data and produce reports for Senior Leadership Team (SLT) and Governors to highlight performance issues in relation to student, department and whole school targets.
- 5 Control the budgets for Assessment, Recording and Reporting; Examinations; and Teacher Cover; ensuring that value for money is achieved and that the separate budget heads are managed in the most cost effective manner possible.
- 6 Manage the work of relevant Administrative and Support staff and ensure efficient administrative and support systems are in place for the effective operation of the school.
- 7 Manage and Schedule the School Timetable to meet the needs of the School as directed by the relevant member of SLT and make change as necessary including updating curriculum information for new pupils; oversee the management of attendance registers and troubleshoot problem areas. Liaise with the relevant member of SLT involved in the Options Choice procedures for Years 9 and 12.
- 8 Oversee the management of the Schools internal and external Examinations System, liaising with the Exams Officer, including the analysis of statistical data relating to examination (external and internal), downloading and receiving on behalf of the school examination results from the various Examination Boards.
- 9 Oversee the management of the cover system, liaising with the Cover Officer, for forward planning of cover to ensure the educational needs of students are met. Maintain paper and electronic records of staff training, supply staff hours, INSET and personal leave.
- 10 Recruit, train and manage a team of Cover Supervisors and ensure external supply teachers are trained in school procedures and the use of requisite administrative / software packages.
- 11 Ensure that all supportive systems are in place (e.g. for the delivery of Presence, Inclusion Room cover, Induction of new Teaching Staff and new academic year preparation). Create and manage procedures to improve the reporting system to parents; and oversee the effective use of the process.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.

CURRICULUM SUPPORT MANAGER

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCED BY
Qualifications	A good standard of general education, usually evidenced by 5 GCSEs (A*- C) or equivalent, including English and Maths Evidence of continued professional development	Educated to Degree Level	Application Form
Experience	Experience of working in a school Experience of operating Information Management systems, including SIMS Excellent ICT skills, including Microsoft Word and Excel Experience of data input and manipulation Experience of development, management and operation of computerised administration systems Experience of line managing staff		Application Form and Interview
Job Related Knowledge	Knowledge of a variety of ICT applications including MIS systems and Excel	Knowledge and understanding of the data requirements of schools An understanding of statistical data analysis and ability to produce reports Ability to interpret or analyse data or situations in order to make a decision or recommendation	Application Form and Interview
Skills and Aptitudes	Excellent verbal and written communication skills Excellent organisational and time management skills		Application Form and Interview

	<p>Ability to function under pressure, establish priorities and work to strict deadlines</p> <p>Ability to plan and implement systems to maximise use</p> <p>High level competence in using IT</p> <p>Outstanding accuracy and attention to detail</p> <p>Ability to work on own initiative</p> <p>Ability to lead and motivate a team</p> <p>Ability to produce written reports</p>		
Other Requirements	<p>Confident, positive and motivated</p> <p>Ability to keep calm and contribute to the resolution of problems</p> <p>Dependable and reliable</p> <p>Flexible approach</p> <p>Co-operative/able to work with people at all levels</p> <p>Commitment to and willingness to undertake professional development</p> <p>Commitment to the safeguarding and promoting the welfare of children</p> <p>Enhanced DBS plus Children/Adults Barred List</p>		Interview

Note: Ellesmere Port Catholic High School is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.



When I stand before God at the end of my life, I would hope that I would not have a single bit of talent left, and could say, 'I used everything you gave me'.

Erma Bombeck



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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