



JOB TITLE: Regional Data and Information System Leader (Midlands)

SALARY: regional role: £45,000 - £55,000 depending on experience

LOCATION: Based in one of E-ACT's academies within the region but with frequent travel to all academies within your region.

REPORTING TO: Regional Director of Education

CONTRACT: Permanent; 37.5 hours per week

Role Purpose:

The purpose of this role is to support the Regional Director of Education in leading the delivery of outstanding education across a number of academies within a region by leading on the collection, submission and analysis of school data within your region.

You will possess advanced knowledge of Educational Management Information System: eg. SERCO Facility CMIS, Capita SIMS, Progresso and familiarisation with other tools used to support academy data analysis as well as an advanced knowledge of Microsoft Office applications with particular reference to Excel.

A can do attitude is essential as well as flexibility to support the business as the new structure evolves. You will have excellent inter-personal skills enabling you to work with all colleagues professionally, enthusiastically and with relentless attention to detail and accuracy.

Key Accountabilities:

Provision of Data

- To ensure that the regional team and the academies have access to up-to-date information that can be used to inform their decision-making.
- To maintain a single record of information that is used for multiple purposes by multiple stakeholders. To collate, update and issue regular datasets for each member academy.
- To undertake data analysis as and when required by the Regional Director of Education providing a data matrix and regularly review with each member academy or system leader as appropriate.
- Review and analyse the provisional exam results for academies within your region in July and August.
- Ensure that all data submissions are adhered to, including E-ACT's regular data collections and all data requirements ahead of the scheduled Raising Achievement Boards within your region.
- To support and quality assure the work of data system managers within your region



- To communicate and share best practice in school data within your region
- To work closely with the national Business Intelligence lead to review and analyse the provisional exam results in July and August.
- To utilise technology and communication tools to encourage collaboration, improve the knowledge that is available across your region and provide best use of available resources.

Systems

- Within your Region(s) liaise with and support each Academy's Data and Systems Manager to further develop and improve their existing Management Information Systems (MIS) and the processes associated with effective data management.
- To develop training and support for E-ACT colleagues in improving how data is used, managed and presented.
- To work with both academies and internal colleagues to reduce the duplication of data and information across your Region and feed into that same objective across the whole of E-ACT.
- To work with your Regional Director of Education and Academies Assessment Managers to develop common approaches to "Assessment for Learning" and "Assessment of Learning".
- To audit each academy within your region to ensure that assessment models are being used and converted correctly and accurately where necessary to the single recording and reporting templates for each Key Stage, identify any issues with these and support Assessment Managers in their resolution.
- To review and analyse the results obtained from the academies and prepare reports for the Regional Director of Education.
- Work closely with the Regional Director of Education and System leaders to ensure that information is timely, accurate, triangulated with appropriate sources and its visualisation is fit for purpose.
- To utilise technology and communication tools to encourage collaboration, improve the knowledge that is available across your region and the trust and provide best use of available resources.
- To work with academies to ensure that they are aware and where appropriate prepared for the latest developments in relation to data and information.
- To be held to account on the provision of accurate data submissions and systems at regular Raising Achievement Board meetings.



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to ***think big*** for yourselves and for the world around you;
- We want everyone to ***do the right thing*** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.



OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none">• Have integrity and honesty in all that you do• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work• Take responsibility and ownership for your area of work• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils• Be transparent and open• Be resilient and trustworthy• Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none">• Understand how you can have a greater impact as a team than you can as an individual• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level• Recognise and celebrate the success and achievements, no matter how small, of your colleagues• Be generous with sharing your knowledge to help to develop others• Understand and be willing to receive suggestions and input on your area of work from others• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work• Be aware of other peoples' needs and show an ability to offer genuine support• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams