

Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is phenomenally supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We are heavily over-subscribed each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very modern school with an open and friendly ethos. The students are not restricted by an oppressive regime but there is good order and discipline. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 10% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

Carl Sugden
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Data and Timetabling Manager

Full Year

37 hours per week

NYB10 £25,463 - £28,221

King James's School is looking to appoint a self-motivated, conscientious Data and Timetabling Manager. You will work closely with both the Information Manager and Exams Manager and be part of a high performing, committed team.

You will be responsible for creating the school timetable with members of the Leadership Team, alongside the development of reporting systems and maintenance of the school's attainment and assessment data software.

A relevant qualification in ICT is essential along with high-level computer skills, including the use of a number of software packages e.g. Microsoft Office. You should have previous experience of working in a similar role. The ability to work under pressure and manage your time to achieve strict deadlines is also important.

King James's School is a large 11-18 comprehensive school proud to offer a diverse and rich curriculum and is committed to high quality professional development and career opportunities for all staff.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email to:
recruitment@king-james.n-yorks.sch.uk
by: **18th December 2018, 08.00am.**

Interviews for this role will be held on 20th December

Please note that CVs will not be accepted



The Business Services Team

The Business Services Team lies at the heart of providing support for all colleagues and the school in the areas of:

- Finance, insurance and legal services
- Human Resources and Wellbeing
- Information Technology
- Curriculum Data
- Exams Management
- Cover Supervisor
- Marketing and Grants
- Health & Safety / Safeguarding / Educational visits
- Catering and Hospitality
- Letting management and income generation
- Site management
- Event management

Our diverse yet collaborative teams aim to provide a professional business service and administrative function, which services the whole school and focuses on quality and accuracy.

The effective Data team provides a cross-functional skill set, which specifically includes the management and maintenance of the school timetable, student exams, student and staff attendance, lesson cover, accurate and up to date databases containing student records, student reporting and a high level analysis of student assessment data.

To be successful in this role, you will be committed to supporting all staff in the development of highly effective assessment practices across the school, be self motivated and conscientious.

In return, we offer great working hours, competitive salary, contributory pension scheme, 23 days annual leave per year (+ Bank holidays), extensive development opportunities and a vibrant work environment.

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to recruitment@king-james.n-yorks.sch.uk and be received by **18th December 2018, 08.00am.**

Thank you for your interest in this post. If you have not heard from us by the end of December please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

DATA AND TIMETABLING MANAGER

<i>Incumbent:</i>	Vacancy
<i>Responsible to:</i>	Director of Business Services
<i>Responsible for:</i>	

<i>Salary NYCC Band:</i>	NYB10
<i>Full Time/Part Time:</i>	Full Time
<i>Hours:</i>	37 hours per week
<i>Full Year/Term Time Only:</i>	Full Year

<i>Job Evaluated Date:</i>	Pending November 2018
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Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Specific Responsibilities

DATA AND TIMETABLING MANAGER

	Core Purpose • To create the school timetable with the Leadership link. • To be responsible for the management and maintenance of the school's attainment and assessment data, systems and software development. • To support all staff in the development of highly effective assessment practices across the school. • To support with the inputting of the curriculum timetable and update during the year.
1	Timetabling and Curriculum (supporting changes in year following the creation of the timetable by the Information Manager) • Work with the Senior Leadership Team (SLT) member with responsibility for staffing and timetable to ensure that the timetable is correctly built in the MIS. • Ensure the timely distribution of the timetable. • Make any changes to the timetable during the year, under the direction of the SLT with responsibility for timetable. • Whole school timetable production including curriculum mapping, use of MIS, generation of staffing and rooming. • Support the setting up the new dataset before the timetabling process is commenced. • Assist the Curriculum and Standards lead to set up the staffing, curriculum and pupil grouping principles for timetable construction. • Ensure that students groups are created to correctly reflect the balanced requirements of the curriculum design in year. • Work with Department Head's to meet the needs of the students in their subject area and balance their requirements with the overarching timetable standards specified by the SLT in conjunction with the Timetabling and Analytics Manager in year. • Create and issue allocation sheets that are based on the curriculum diagram created by the Curriculum and Standards lead. Ensure that they are filled in by the subject leaders to appropriate deadlines in year . • Information Manager to ensure that important timetable decisions – especially those relating to part time hours are made at the correct level if timetable changes are required. • Creating teaching groups and assigning the relevant levels. • Assigning students to teaching groups in year. • Creating tutor groups and assigning students in year. • Liaise with colleagues from feeder schools to ensure the school receives achievement/SEN/friendship data for all new students. Allocate students to tutor groups based on this information to ensure the smooth transfer of students to the school • Adding and removing students to SEN and G&T cohorts and any other cohort as necessary. • Communicate whole school, departmental, staff and student timetables prior to the start of term. • Implementing ad hoc timetable changes that occur after the start of the academic year. • Implementing carousel timetable changes for teaching groups which rotate each term.

2	Student Records Alongside the Information Manager: • Be responsible for completion and submission of the School Census. • Produce statistical returns and export data as required for other public bodies. • Produce statistical information and analysis of student data for the SLT. • Writing Bromcom reports to extract student data as needed by school staff. • Implement the on/off roll process ensuring that all school and legal requirements are met (e.g. generating CTF files and updating attendance data). • Ensure the school obeys the terms of the GDPR and Freedom of Information Acts. • Ensure all parents receive GDPR notices. • Maintain and update ParentPay for both students and staff including passwords.
3	Attainment • Provision of student data, collated from the assessment systems, to populate the school development plan and KPI's. • Working with the Exams Officer and Information Manger to provide GCSE results data for SLT analysis and reporting to Governors. • Development and management of the schools reporting systems. • Analysis of trends, micro populations and groups within the school as required by senior and middle level leaders. (Power BI). • Create and maintain data systems within the school which can be easily understood and used to drive and improve performance. • Create and prepare complex strategic and operational data analysis as required - for Faculty Leads and others as appropriate, ensuring non-data specialists can translate data results in the classroom to impact on student achievement (Power BI). • Alongside the Information Manager, Maintenance of the MIS, Sisra and ALP's system ensuring it is accessible to all staff and providing training for end users in the access and maintenance of assessment data where necessary. • Administer and analyse the data for any other tests within the school. • Develop the use of ALPS type data in key stages 5 and in line with Sisra developments. • Alongside the Information Manager ensure that the school remains compliant with all data calls/audits/census requested throughout the school year.
4	Learning Cycles (4 times per year – whole school) • Provide highly specialist training and support to all staff in the development and use of Excel, Sisra, ALPS, Bromcom and any other monitoring packages to track student attainment. • Ensure that data and student tracking is optimised for the benefit of the school. • Facilitate regular meetings with the Information Manager and Exams Manager to ensure support. • Production of all student achievement data for tracking and analysis including use of FFT, SISRA etc. • Compile statistical returns for SLT and Governors as required. • Analyse and interpret data and produce reports. • Develop analysis systems for use by the Information Manager.
5	Attendance • Produce real time analysis and relevant reports in relation to attendance.

6	System Management • Manage the access rights to MICAS and advise student contacts accordingly. Reset passwords as requested by parents. • Develop reports from Bromcom to support teaching and learning as required.
7	Census Work with the Information Manager to: • Produce statutory, annual and half-termly student progress reports. • Accurately complete statistical returns in accordance with local authority guidelines. • Liaise with the ICT Services Team to ensure that all data is maintained in a secure and safe way, in compliance with GDPR.
8	Prize giving • Support Information Manager as required.
9	Examinations • Provide cover and support for the Examinations Officer as required.
10	Cover • Support cover should the Cover Officer be out of the office and a situation should occur. • Support Cover Manager with absence management reporting and induction to supply teachers if required.

Person Specification

DATA AND TIMETABLING MANAGER

COMPETENCE	ESSENTIAL	DESIRABLE
<u>Qualifications</u> Relevant qualification in ICT	✓	
<u>Experience</u> - Education, local government or similar experience - Experience of managing and developing data systems - Experience of producing accurate data for reporting and assessment - Information gathering - Creating and maintaining data capture and data entry templates	✓ ✓ ✓	✓ ✓
<u>Skills and Knowledge</u> - High level computer skills including the use of a number of software packages e.g Microsoft Office - Problem solving and the ability to find practical solutions - Analytical skills - Excellent organisational skills - Excellent interpersonal skills - Flexible approach - Ability to manage a varied workload and to recognise/respond to factors impacting on service delivery - Ability to work well under pressure - Ability to manage time to work to strict deadlines - Advanced Excel skills	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<u>Personal Qualities</u> - Self motivation - Conscientious - Ability to work on own initiative and as part of a team	✓ ✓ ✓	