

DATA MANAGER

Thistley Hough Academy

Start Date: Candidate Dependent



THISTLEY
HOUGH
ACADEMY
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Data Manager at Thistley Hough Academy.

Thistley Hough Academy joined the Creative Education Trust in September 2013 and has been on a journey to now become one of Stoke-on-Trent's most improved schools.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. At Thistley Hough Academy we pride ourselves on delivering an ambitious, broad and balanced curriculum, enabling every student to be successful, responsible, resilient, confident and skilled young people.

In education there should be equity for all, and we strongly believe that a postcode should not influence the learning standard a student receives, or limit the aspirations they have for their future.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow Principals and Headteachers and to influence Creative Education Trust's ethos and processes.

As well as academic excellent, we encourage pride, respect and commitment, which have become a mantra throughout our academy. Thanks to our high standards of behaviour teachers are free to teach, and students can develop a lifelong love of learning in a caring supportive environment.

At the heart of everything we do is a desire to create learners who are articulate, creative, resourceful and independent with a strong moral purpose. We aim to cultivate independent learners who make connections, who strive for academic success and for personal achievement.

We raise aspirations through a knowledge connected curriculum based on a sequence of learning aimed at developing the knowledge and thinking of all our students. This is achieved through a tailored curriculum, outstanding pastoral care, and an extraordinary range of extra-curricular activities which are the cornerstones of our academy.

We are looking for ambitious, experienced, committed and dynamic individuals to join our team. You must believe passionately in making a difference to the life of every student, and in return you will be rewarded with a highly competitive career package. I look forward to receiving your application.

I look forward to receiving your application.

Yours sincerely,

Noel Kennedy
Principal

“We believe every student is entitled to outstanding educational provision”

You can find out more at:
www.creativeeducationtrust.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 Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT THISTLEY HOUGH ACADEMY



Thistley Hough Academy is a mixed school catering for students aged 11-16 located in the village of Penkhull, Stoke-on-Trent.

The Academy joined the Creative Education Trust in September 2013 and is now one of Stoke-on-Trent's most improved schools and is graded as Ofsted 'good'.

With strong pastoral support for both staff and students, coupled with a broad range of co-curricular activities, Thistley Hough Academy offers a supportive learning community where you can reach your full potential.



MORE ABOUT THISTLEY HOUGH ACADEMY:

- £15m state-of-the-art building and facilities;
- Rated 'Good' by Ofsted with 'outstanding features';
- Winner of the Happiest School Award 2018;
- TES Community and Collaboration Award 2018 – shortlisted;
- Hall complete with tiered seating;
- Dedicated staff CPD programme & wellbeing group;
- Training and mentoring opportunities through the Creative Education Trust



‘Leaders are ambitious for every pupil. They have developed a broad, balanced curriculum to support this ambition in conjunction with trust leaders. ‘

Ofsted, May 2022

To see full details of the school performance data please visit:
<https://www.compare-school-performance.service.gov.uk/school/139068/thistley-hough-academy>

SUPPORT FOR OUR STAFF

Our staff are dynamic individuals who believe passionately in making a difference to every student, and we are committed to providing them with the highest quality support and opportunities to increase their skills and progress.

Personal and professional development is supported through our **'Growing Our Own'** model of bespoke continuous professional development which enables professional learning pathways for individuals, departments and groups of staff.

OUR 'GROWING OUR OWN' MODEL

- Coaching entitlement at all career levels including mindfulness coaching.
- Undertake externally recognised accredited training e.g. for aspiring middle and senior leaders NPQML, NPQSL etc.
- Leadership secondment opportunities.
- Subject specific development - exam specification training, teacher subject specialist training etc.
- Access to cross-trust learning support - focus groups, year-specific forums
- Weekly professional development entitlement.

STAFF WELLBEING AND WORK LIFE BALANCE

Staff well-being and work/life balance are central to the success of our academy. We openly consult with staff over changes which impact on their working day, and actively encourage participation in our staff wellbeing group.

You will find an academy that:

- Provides strong and effective leadership at all levels.
- Fosters and develops a strong team ethos among all its staff.
- Is highly supportive and values and develops people.
- Is forward thinking and outwardly facing.
- Is committed to developing staff and student leadership skills.
- Encourages wider participation in local and national agendas.
- Offers an exceptionally supportive Academy Council and local community.
- A staff wellbeing group to ensure their views are represented at senior leadership team meetings.

You can find out more at:

www.creativeeducationtrust.org.uk



DATA MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Thistley Hough Academy, Stoke-on-Trent

HOURS & SALARY

- Monday to Friday, 37 hour per week, 42 weeks (term time plus 3 weeks)
- Grade 10, point 28-31 - £34,723.00 to £37,261.00 per annum to be prorated to £32,163.94 to £34,514.89 per annum.

THE ROLE

Under the direction of the Academy's senior leadership team, the role of the data manager will be to provide efficient and effective organisation of the Academy's assessment, recording, reporting, and tracking systems and to provide their data and information which will assist the Academy to run effectively and in addition, oversee the Exam Officer role.

REPORTING LINES

Vice Principal – Curriculum and Assessment

ATTAINMENT AND PROGRESS DATA

- Develop the use of 4Matrix/Smart Grade/Arbor and support all staff in their day-to-day use of the systems.
- Create and maintain the assessment on the Academy systems and ensure that assessment data held on the student's is accurate and complete.
- Oversee the use of 4Matrix, Smart Grade and Arbor for the collection of assessment grades, reporting to parents and the analysis of results.
- Manage data and configuration of analysis tools.
- Import target setting data and summative reports from FFT, CATs etc and then analyse this data.
- 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.

You can find out more at:

www.creativeeducationtrust.org.uk

- Keep records of student interventions which have taken place and record their impact using Provision Maps.
- Maintaining GL assessment data and downloading the relevant reports.

BEHAVIOUR AND ATTENDANCE

- Set up and maintain the behaviour management recording system, utilising Power BI software.
- Set up and maintain the rewards recording system.
- Analyse attendance and produce data reports at times set out in the Academy and CET assessment and data calendar for use by the Academy and Trust leadership.

ARBOR

- Manage student data to ensure data integrity.
- Ensure and manage the smooth transition from one academic year to the next with all sections of 4Matrix, Smart Grades, Arbor, Provision Maps and Power BI by promoting students into the new year structure.
- Ensure data transfer from the primary school is undertaken and accurate.
- Set up and maintain registration groups.
- Update all timetable and curriculum changes involving students, courses, teachers, and rooms.
- Set up and maintain options online and ensure this data is accurately used to create option blocks and groups in all software packages.

SCHOOL CENSUS

- To be responsible for school census returns and complete other government and Creative Education Trust data returns.

REPORTS

- Manage the production and distribution of annual reports and interim report on the progress of all the students in the Academy.
- To lead strategic improvements to assessment recording and reporting systems.

TIMETABLE

- Support the Academy's timetable creator in the development and production of the Academy timetable and its transfer into Arbor.
- Prepare the Arbor academic year calendar.
- To set up the Arbor curriculum and pastoral structures.
- To coordinate and print all student timetables.

ADMISSIONS

- Arbor support for all student admissions and appeals into Year 7.
- Arbor support for in year student transfer admissions and allocation of groupings and creation of student timetables.

SCHOOL GDPR

- To liaise with the CET GDPR Data Officer to ensure the trust wide guidance is adopted by the school.
- To monitor compliance with GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- To be the first point of contact for supervisory authorities for individuals who data is processed.
- To manage all subject access requests and ensure that statutory timescales are met when responding to any requests.
- To ensure that the staff are aware of the GDPR regulations, how the legislation may affect their work and what the schools' responsibilities are in this area.
- To ensure that the school procedures regarding data breaches are appropriate and followed.
- To be responsible for detecting, investigating, and reporting and data protection breaches.

OTHER DUTIES

- Work effectively within the support staff team.
- Work cooperatively with other support staff and teaching staff.
- Comply with the Creative Education Trust and academy policies.
- Carry out any such duties as may be reasonably required by the Principal.

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.

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

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & KNOWLEDGE	<ul style="list-style-type: none"> • Educated to at least A Level or equivalent. • Relevant qualification in ICT/business administration. • Analytical skills. • Vocational qualifications relating to software systems. 	<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. • Meeting tight and cyclical deadlines. • Experience of working with SIMS. • Excellent literacy, numeracy and IT skills. • The ability to prioritise tasks and to be able to show initiative when dealing with day-day situations. • Experience of producing accurate data for assessment, target setting, tracking and reporting. 	<ul style="list-style-type: none"> • Working in an educational environment.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Ability to follow and document detailed instructions. • Ability to maintain high standards under pressure. • Effective administration and organisational skills. • A high level of computer literacy e.g. Microsoft office and use of databases. • The ability to build effective working relationships. • Knowledge and understanding of the data requirements in an education environment. • Knowledge and understanding of GDPR and data protection laws. 	<ul style="list-style-type: none"> • Knowledge of academy timetabling. • Knowledge of statutory data reporting requirements such as the Academy census.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Professional presentation and manner, ensuring confidentiality. • Ability to work under pressure and be able to meet deadlines, maintaining a high level of accuracy. • Ability to think creatively, use own initiative and prioritise. • Excellent communication skills. • Strong organisational and time management skills. • Ability to plan and implement systems to maximise use. • Ability to lead and motivate a team. • Willingness to display flexibility in working hours to best support in areas such as exams or census periods. • A commitment to safeguarding and promoting the welfare of children and young people. • A commitment to the Academy Trust's vision, values, aims and objectives. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to inclusion and diversity • Candidates must demonstrate awareness/understanding of equal opportunities. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. 	

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