



# Strategic Data Manager Information for Applicants



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# Welcome



Dear Applicant

Thank you for your interest in the post of Strategic Data Manager with New College Durham Academies Trust.

This is an exciting time to join us as we continue a period of transformational change and growth. Over the last eighteen months there has been a step-change in the direction of the Trust with a number of new appointments to Trust leadership roles and the development of our corporate services functions.

From June 2023 the Trust will comprises three large secondary academies and we are confident that we will expand the number of schools within the MAT further in the near future. We are recruiting to this post to provide the capacity within our corporate team to support the successful transition of additional schools into the Trust.

We are all working towards one vision and that is to establish a high performing family of schools, founded on inclusive principles and high expectations.

For interested candidates, I would encourage you to visit our Central Team, located at our North Durham Academy campus. There you will see for yourself, the superb learning and working environment that we have. If you would like to arrange a visit or discuss the role, please email our HR Team at [hr@ncdat.org.uk](mailto:hr@ncdat.org.uk) whereupon a mutually convenient date and time will be arranged.

Yours faithfully

Linda Rodham

Chief Executive Officer

# About us

New College Durham Academies Trust (NCDAT) is a small but ambitious Multi Academy Trust based in North Durham. We have ambitions to grow but wish to remain a Durham MAT for local schools. The Trust currently has 2 large secondary schools; Consett Academy and North Durham Academy and on 1st June 2023 we will be delighted to welcome Wellfield Secondary School in Wingate into the Trust.

Our Academies are at the heart of their local communities and strive to deliver on our founding principles of Inclusion, Progression and Excellence which supports a central vision of 'Students First'.

The principle of Inclusion provides opportunities for students of all abilities, aspirations and backgrounds and involving staff, governors, students and the wider community in determining the direction of our Trust. Our curriculums are broad and challenging, with the academic success of students at the heart of what we do.

To encourage Progression, the Academies provide effective advice and guidance. This enables learners to make informed and appropriate decisions for future study and employment, encouraging them to take on new challenges and reach higher levels of achievement.

The focus on Excellence underpins all we do whether in learning areas, working in the community or governing and leading the Academies.

The Trust recognises that safeguarding our children and young people is core to all our activities, and we expect all staff, volunteers and wider stakeholders to share this commitment.

Our Aims are:

- To ensure our Academies are centres of excellence with a focus on the nurture and achievement of all their members;
- To promote mutual support, encouragement and benefit between our Academies;
- To develop, as the core foundation of academic achievement, a strong culture of professional development amongst our staff;
- To celebrate and maintain the unique identity of communities we serve with each Academy at the heart of its community;
- To recognise and enable all those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty to achieve their full potential.

# Strategic Data Manager

**£43,516- £47,573**

**Full time, full year**

New College Durham Academies Trust (NCDAT) is seeking to appoint an experienced and self motivated Strategic Data Manager, who has a high level of personal effectiveness including exceptional organisational, planning and prioritisation skills, to lead on the management of data across all education phases within the Trust.

This is a full time, full year post, although some flexibility around working arrangements may be possible.

The ideal candidate will be educated to degree level in a relevant discipline or have extensive equivalent experience in working with school data, exams and curriculum planning.

As an experienced school data professional, you will be able to demonstrate a robust understanding of practicalities of exam administration and regulatory framework around national tests as well as an excellent proven track record of working with MIS packages and managing extensive data systems

You will be able to demonstrate high level numeracy, literacy, analytical and problem solving skills and have knowledge of Primary and Secondary education accountability measures, statutory returns and data assessment requirements.

You should also be a positive role model and communicator with a good working knowledge of data protection regulations.

The Trust is a successful multi-academy trust based across County Durham and we are currently going through a phase of significant expansion. We offer a range of competitive benefits including excellent annual leave entitlement, public sector pension, free parking and staff discount schemes.

Interested candidates who would like more information in regard to the role can email our HR Team at [recruitment@ncdat.org.uk](mailto:recruitment@ncdat.org.uk)





# Strategic Data Manager

## Job Description

To provide strategic leadership and management of all data and data systems across the Trust ensuring they are effective and accurate. To be the Trust lead for national tests and examinations, admissions, data protection and complaints.

**Grade:** Grade 8

**Base:** NCDAT Offices, North Durham Academy

**Responsible to:** Corporate Director

- Lead the management of data systems across all education phases within the Trust, ensuring data is secure and up to date, and that relevant systems and procedures are regularly reviewed to maintain and improve their effectiveness.
- Manage and lead the Trust's Exams and Data Team including their recruitment, development and appraisal.
- Oversee assessment data systems at all key stages ensuring student and school targets are appropriate and meet Trust key performance indicators.
- Analyse and produce strategic Trust-wide reports regarding student assessment, attendance and behaviour data. Ensure the provision of high-quality, consistent data reporting at school and Trust level including for the Academy Trust Board and Local Governing Bodies.
- Develop and oversee tracking systems for student data at all key stages. Working with school leaders, quality assure student data, identifying any anomalies and providing reports as required to schools.
- Take responsibility for the production and provision of all external pupil data and statutory returns, ensuring that this is quality assured and the Trust meets its statutory duties.
- Manage the curriculum planning and timetabling process, ensuring key performance indicators set by the Trust are met, the curriculum provides value for money and school timetables are fit for purpose.



# Job Description

- Act as the lead for data protection within the Trust, ensuring policies, privacy notices and data audits are up to date and meet current legislation.
- Monitor and co-ordinate compliance with data protection requirements at a school and Trust level.
- Ensure any subject access requests and FOI requests are dealt with appropriately and in line with statutory timescales.
- Manage the Trust-wide admissions policy and procedure across all age groups.
- Co-ordinate the complaints procedure across the Trust and schools ensuring that they are dealt with in a timely and appropriate manner
- Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns.
- Ensure the safeguarding of students for whom the postholder is responsible and remain vigilant to any safeguarding risks within the school environment and community.
- Provide training on data interpretation, systems and reports to ensure stakeholders understand and have working knowledge as appropriate.
- Oversee the national tests at KS1, KS2, KS4 and KS5, ensuring compliance with JCQ regulations and that exam entries are accurate and complete.
- Produce detailed reports on feedback from examination boards on the quality of the Academy's preparation for examinations and moderation;
- Operate at all times within the policies and procedures of the Trust.

*Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Line Manager or Chief Executive Officer from time to time, up to or at a level consistent with the main responsibilities of the job*

# Person Specification

Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and training</b>	Degree in a relevant discipline (or equivalent experience: recent extensive experience working in school data/exams/curriculum planning)	Diploma in School Business Management	Application form /Interview
<b>Experience</b>	<p>Working in a school environment in a relevant role</p> <p>Excellent proven record of working with MIS packages</p> <p>Development of curriculum models and timetables</p> <p>Managing extensive data systems and developing processes</p> <p>Operation and development of complex administrative systems</p> <p>Line management of staff</p>	<p>ICT and school data analysis software</p> <p>Experience across both the Primary and Secondary stages</p>	<p>Application form,</p> <p>References</p>
<b>Professional Skills &amp; Knowledge</b>	<p>High level numeracy/literacy skills</p> <p>Analytical and problem-solving skills</p> <p>Effective use of specialist ICT packages</p> <p>Full working knowledge of relevant policies/codes of practice/legislation</p> <p>Knowledge of Primary and Secondary education accountability measures, statutory returns and data assessment requirements</p>	<p>Research skills</p> <p>Extensive knowledge of FOI/Data Protection</p> <p>Working knowledge of curriculum planning and timetabling</p>	<p>Application form,</p> <p>Interview/</p> <p>Assessment,</p> <p>References</p>

# Person Specification

Criteria	Essential	Desirable	Method of Assessment
Professional Skills & Knowledge	<p>Robust understanding of practicalities of administration and regulatory framework around national tests and exams</p> <p>Ability to organise, lead and motivate other staff</p> <p>Working knowledge of Data Protection regulations</p> <p>Understands and acts on responsibility for the safeguarding and welfare of students</p>		<p>Application form,</p> <p>Interview/</p> <p>Assessment,</p> <p>References</p>
Personal attributes	<p>A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Highly developed communication skills with the ability to effectively communicate complex information to a range of audiences, both orally and in writing</p> <p>Self-motivated and proactive</p> <p>Ability to work effectively as part of a team</p> <p>A positive role model of professional conduct towards others</p> <p>Personal resilience including ability to work effectively under pressure and responding positively to change</p> <p>Suitability to work with children</p> <p>Flexibility to attend meetings outside of normal working hours on occasion.</p> <p>Ability to drive between Trust sites or access to mobility support</p>		<p>Application form,</p> <p>Interview/</p> <p>Assessment,</p> <p>References</p>

# NCDAT Employee Benefits



## Employee Benefits

At NCDAT we have a wide range of employee benefits



Car scheme



Cycle to work scheme



Free weekly breakfast



Employee Assistance Scheme



Pension Plan



24/7 support & well being



Discount scheme



Salary sacrifice schemes



Free onsite parking



Discounted gym membership



Career development opportunities



Generous holiday entitlement

A Durham MAT for Local Schools





# How to apply

## Application form

To download an application form please visit our website: [Join Our Team | \(northdurhamacademy.co.uk\)](https://www.northdurhamacademy.co.uk)

Alternatively, please contact the HR Team by phone - 01207 291188 or e-mail - [recruitment@ncdat.org.uk](mailto:recruitment@ncdat.org.uk)

Completed application forms should be emailed to [recruitment@ncdat.org.uk](mailto:recruitment@ncdat.org.uk)

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

## Closing Date

Midday Friday 9 June 2023

## Provisional Interview Date

Friday 23 June 2023

## Interview arrangements

If you are shortlisted for this vacancy we will contact you by email to inform you of interview arrangements. Please note, if you have a Hotmail email account our email may go into junk so please check this regularly. Shortlisted applicants will be required to complete a self-declaration form as part of our safer recruitment procedures which are aimed at deterring and preventing unsuitable people from working with children

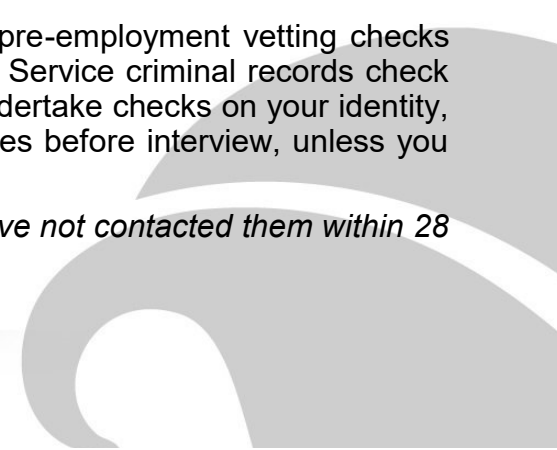
## Location

This post is initially based at North Durham Academy at Stanley, but the post will require regular travel around our school sites across County Durham.

## Pre-employment Checks

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check. We will also undertake checks on your identity, qualifications, medical fitness and take up employment references before interview, unless you have asked us not to.

*Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post closing.*



# Safeguarding Information

## Trust Safeguarding Commitment

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

## Safeguarding Policy

You can find the academy safeguarding policy using the link below:

[Policies | \(northdurhamacademy.co.uk\)](https://www.northdurhamacademy.co.uk/Policies)

## Recruitment of Ex-offenders Policy Statement

The trust has a policy in the recruitment of ex offenders which can be found on the Academy website on the job vacancy page should you need to refer to it.

This post is included in the rehabilitation of Offenders Act 1974 (exceptions) order 1975 the successful applicant will be required to obtain a satisfactory enhanced Disclosure and Barring Service check with children's barred list check. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

