



## Data Officer with Timetabling

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### Overview



Titus Salt School is an exciting school in which to work with a friendly and supportive body of staff. We have a well-established model of distributed leadership that provides support and challenge for all members of staff. All faculties have a close link with a member of the Senior Leadership Team to ensure our model is effective in practice. The successful candidate will be working in an environment where teaching and learning is at the heart of all we do. They should have the ability to be flexible in approach, work well as part of a team and be willing to bring fresh and positive ideas to the school. In return we offer excellent

opportunities for in-service training, practical and considerate support, and genuine and exciting career development through an engagement in forward thinking, evidence-based, educational practice.

### Senior Leadership Team (SLT)

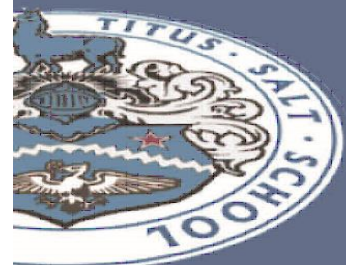
Ian Morrel	Headteacher	
Phil Temple	Deputy Headteacher	Pastoral and Academic Progress
Richard Field	Assistant Headteacher	Quality of Education, Teaching & Learning
Simon Halliwell	Assistant Headteacher	Leadership & Management
Philippa Jervis	Assistant Headteacher	Inclusion
Max Robinson	Assistant Headteacher	Leadership & Management
Greg Trusselle	Assistant Headteacher	Behaviour & Attitudes
Alison Robinson	Assistant Headteacher	Quality of Education, Achievement

As a Senior Leadership Team, we have established a clear rationale for our work – to promote inclusion in a context of comprehensive school principles, where all have opportunities to achieve their best. Titus Salt is a school with tremendous potential.

### Senior Leaders

To support the focus on continued school improvement the Governing Body approved several Business Case proposals to increase capacity, plan for succession and meet the demands of the school's Recovery Plan. The roles and responsibilities include:

Amanda Dutton-Taylor	Senior Leader Leadership Development
Gemma Longbottom	SENDCo
Martyn Redhead	Director of Sixth Form – Denys Salt Centre



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### Our ethos and values



Our focus as a school is on providing high quality learning opportunities to allow all pupils to achieve; in an ever-changing educational landscape our mission is very clear and is summarised as:

**together - resilient - ambitious - caring**

**“together we can make a difference; resilient to change; ambitious to excel, caring for the lives of individuals.”**

We regard achievement and success as a broad scale, from participating in Sports Day and breaking school records to having 100% attendance, from achieving a personal best to being finalists in the Big Bang, from winning

the national First Story competition to attaining target grades and, on Examination Results Days, we are delighted to have so many happy pupils, proud parents, carers, and members of staff celebrating the success of examination outcomes.

It is so rewarding to see and experience the sense of achievement in gaining results for having done the best you can.

Visitors to the School comment upon the friendly ethos and the level of good relationships between members of staff and pupils. Parents and carers are very supportive and respond to new initiatives with enthusiasm. We have a range of support systems in place for both pupils and members of staff: “staff work hard to ensure the best outcomes for young people. They help pupils to become resilient to the many challenges of life. They show pupils what it means to be ambitious for their futures and care for others in the school community” (Ofsted March 2022).

We are very proud of our staff and pupils, especially the progress we have made. The role of Headteacher is a demanding one, but you will be joining a team that supports one another and enjoys each other's company. The development of all our members of staff is a key priority for us and valuing each other and the contributions made are highly valued.





### Introduction to the School



Titus Salt School is a large, dynamic, mixed comprehensive situated at the foot of Shipley Glen, on the Baildon side of the River Aire. Immediately across the river is the model village of Saltaire, a fine example of the industrial archaeology of the 19<sup>th</sup> century. The village and the school are named after their founder, Sir Titus Salt, one of the great Victorian entrepreneurs and philanthropists. We were delighted to welcome back the Salt family to the new school when Denys Salt, great grandson of Sir Titus Salt, took part in a ceremony to place the original seals in the Reception of the new building, and to approve the naming of our Sixth Form after him.

Over the moor above the school is Baildon. Once a small village, it now has a thriving population of 62,465, largely commuting into the nearby cities of Bradford and Leeds. The surrounding area is one of natural beauty with the Yorkshire Dales only a few miles away.

### Brief History of the School

Titus Salt School was developed from the Salt Factory School, founded in 1868 by Sir Titus Salt for the benefit of the workers in his textile business in Saltaire. The original building in Victoria Road, Saltaire, still stands and is now an annexe to Shipley College.

In September 2000, as part of the Bradford Schools' re-organisation, we changed from a 13 - 18 years upper school of 1,000 pupils into an 11 - 18 years secondary of 1,480 pupils serving the areas of Baildon, Saltaire and East Shipley. Within our mainstream setting we have a School-led Resourced Provision – Amelia Resourced Provision, of thirty places for pupils with moderate and multiple learning needs.

The main 'feeder' primary schools are Sandal, Hoyle Court, Baildon CE, Baildon Glen, Christchurch Academy, Shipley CE, Low Ash, Wycliffe, and High Craggs. The school has been over-subscribed for many years; the Governors agreed unanimously to increase the Pupil Admission Number to 250; each year there are Appeals for places and in September 2023 we have a Year 7 of 256 pupils.





### **An Inclusive Ethos**

Titus Salt School (TSS) is much larger than the average-sized secondary school with a mainstream, 30 EHCP place Resourced Provision with currently 32 EHCP pupils with multiple Learning Needs and Difficulties. In addition, there are 57 pupils in mainstream school with an EHCP with the highest level of need being ASD – 22 pupils have an EHCP and ASD diagnosis, 29 pupils have an ASD diagnosis and no EHCP and a further 36 pupils are on the Autism Pathway. The school has a strong ethos of inclusion and champions the principles of comprehensive education. On average, 90 Sixth Form pupils apply to university with a 100% success record with students studying a broad range of specialism from Veterinary Science at Liverpool University to Economics and Management at the University of Oxford.

The strategic development of the school seeks to support pupils and students of all abilities through collaboration, partnership, and a multi-agency approach. The school's curriculum meets all statutory requirements and ensures there is a broad and balanced curriculum between academic and vocational courses of study. The school's NEET figures, at the November collection point, have been 0% prior to the impact of COVID-19 and for 2023 was 1.0% - the two pupils were non-PP. Success at Titus Salt School is for all children and young people to achieve.

### **Amelia Salt Centre**

Our Amelia Salt Centre houses our Special Educational Needs Centre, Behaviour Support Hub, and our Resourced Provision (RP) for pupils with a range of learning difficulties; this was originally a fifteen-place provision but due to its success and the growing demand across the District for mainstream specialist places our RP has increased capacity to a thirty-place setting with demand for it to increase still further.

### **Mary Salt Centre**

The Mary Salt Centre was established in September 2023 as a Nurture provision for pupils in Years 7 and 8 with additional needs and emerging SEND. The focus is on supporting pupils to make an effective transition to the demands of learning in a mainstream secondary school setting. A significant part of the curriculum mirrors mainstream curriculum with elements that are bespoke. The aim is to meet learning need and accelerate this, so pupils on the Nurture programme have opportunities to develop and access mainstream as they progress through the school.

### **Helen Salt Centre**

The Helen Salt Centre is a provision established in September 2023 as part of a partnership programme with Bradford Local Authority aimed at pupils who present with Emotionally Based School Avoidance/Refusal (EBSA/R). The school has a strong partnership with Bradford's Medical Needs and Hospital Education Service (MNHES) which has a provision based in Shipley. The aim is to provide pastoral and academic support for children and young people who have anxiety and other mental health conditions. For many of these children and young people school is a trigger for anxiety, so our work is bespoke and incremental.





School Organisation



At present our structure provides 72 members of staff in support and 102 teaching staff including the Headteacher, one Deputy Headteacher and six Assistant Headteachers who constitute the Senior Leadership Team (SLT); in addition, our SENDCo, Senior Leader Leadership Development and our Director of Sixth Form are Senior Leaders. The school structure is based upon a Faculty system with Leaders setting the priorities and expectations. Currently there are nine faculties: English, Mathematics, Science, Modern Foreign Languages, Technology, PE and Outdoor Education, The Arts, Humanities, Computing/Business/Media/ Economics/

Psychology & Sociology; a proposal has been made for a tenth faculty for Social Sciences which reflects Sixth Form Curriculum Development.

Linked into this structure is the pastoral system. Each year group has a Year Leader and an Assistant Year Leader who manage a tutor team for each year group, and there is a Senior Assistant Year Leader to support the whole team. Our pastoral teams work closely with our curriculum staff to incorporate oversight of the personalised learning agenda with a clear focus on maximising achievement for all and ensuring a curriculum fit for purpose.

School Operations and Administrative Support

This provision has been increased over the past five years and will continue as we respond to the needs of our children and young people. We already have in place:

Admin Operations Manager Admin Assistant (5) Reception and Admin Assistant (2) Health Care Leader Attendance Safeguarding Manager Attendance Safeguarding Officer Business Operations Manager Finance Manager Procurement Officer Data Operations Manager Exams Officer	HR Manager HR and CEIAG Admin Assistant Cover Supervisor (3) IT Operations Manager IT Operations Technician (2) IT Operations and Media Technician (Curriculum) Lettings Supervisor PA to Headteacher/SLT and Governor Link SEND Officer Science Technician (2) Technology Technician (2)
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### The School Today



In September 2008 we moved into our Building Schools for the Future (BSF) Pathfinder Building, with accommodation and resources befitting the 21<sup>st</sup> Century. Every faculty has its own suite of rooms, with break-out spaces, and interactive whiteboards and laptops available in every classroom. Sporting and Performing Arts facilities are extensive and are enhanced by a large, all-weather pitch with access and lighting for community use as well.

We have an enviable record of achievement and a reputation for the quality of education we offer; for the care we show for individuals and for our growing links with colleges and businesses. We are proud

of our academic record and our achievements across a wide range of sporting and extra-curricular activities. Our ethos is positive, friendly, and courteous with a premium placed upon mutual respect between all members of staff and pupils. We expect high standards from our pupils in all aspects of school life - in academic work, in sport and recreation, in behaviour and uniform.

Our pupils and students have received commendations from Examination Boards at GCSE and A level; pupils have been placed amongst the first five in the country for a range of subject and many of our Sixth Form students go on to higher education.

Titus Salt School is an inclusive school and significant investment has been made to develop provisions and resources to target needs. This ensures learning needs are met and that we are ambitious for them and their future. Being inclusive brings challenges in comparison to national benchmarks. We firmly believe meeting individual needs is more important than constructing systems to chase headline figures.

### The Curriculum and Setting Arrangements

There are nine teaching groups in Years 7-11, which are set according to subject criteria. This setting is regularly reviewed and revised, as necessary. Benchmarking is undertaken through KS2 projections. Transfer information is also used, as well as primary commentaries on ability and progress which have developed significantly with our emphasis on close liaison with all feeders.





### Key Stage 3

The Key Stage 3 curriculum is developing as a three-year focus on knowledge acquisition and skills development with Year 9 as a bridging year in preparation for being able to apply key skills and knowledge to learning at KS4. Schemes of Learning have been either adapted or re-written to focus on a model of “Competency” to ensure pupils are able and have the knowledge and understanding as well as skills to apply to different learning contexts. Through the work of Faculty Leaders there is a developing focus on research and evidence-based programmes that are impacting on school improvement and pupil progression as they move through a spiralsised curriculum.

All pupils' study:

Science, English, Literacy (Year 7), Mathematics, Numeracy (Year 7), History, Geography, French or German or Spanish, Technology, Computer Science, PE, RE, Art, Music, Performing Arts and Personal Development.

Our approach to changes at KS3 has been to build on the incremental changes already in place. The groups in KS3 mirror the personalised learning pathways at KS4. Many of our pupils arrive with low levels of literacy especially in reading and our Literacy Leader within the English Faculty is developing accelerated learning opportunities. In addition, many of our pupils struggle with the ability to understand and work with numbers which is why in September 2018 we introduced numeracy as an additional lesson for pupils in Year 7 within Maths.





### Key Stage 4

We have introduced personalised learning pathways for all our pupils to embrace the more flexible nature of the 14-19 curriculum. Vocational opportunities are being extended using our own provision and in collaboration with a range of other partners. We are continually reviewing new courses to cater more effectively for our pupils. Central to our success is effective targeting and assessment of our pupils' needs and matching that to their own Individual Learning Plan.

Pupils are placed in to sets in core subjects as well as in some other subjects. Many pupils follow GCSE and BTEC courses, with three separate sciences offered to the more able. Pupils are encouraged to take at least one foreign language, but the opportunity exists to take three – French, Spanish, and German.

We currently offer vocational courses in Health and Social Care, Business and Computing, Dance, Music, Sports Science, and a range of other vocational subjects through our links with neighbouring colleges.

Other subjects are offered to GCSE level – Mathematics, English Language, English Literature, Biology, Chemistry, Physics, History, Geography, Art, Media Studies, RE, Music, Drama, Engineering, Food Technology, Design, French, Spanish, and German. Other vocational and work-related curriculum activities are offered through several projects and schemes, some instigated locally and through national organisations.

To celebrate attainment and achievement we are introducing unitised certification and Entry Level Qualifications throughout the curriculum.





STEM is a strength of the school, and we are proud that this has been acknowledged through the Excellence in STEM Award – we were the first school in West Yorkshire to have been presented with this award. The appointment of a Leader of STEM ensures we have a focus across the STEM subjects to work collaboratively across the curriculum and in the development of extra-curricular provision and opportunities.

### Sixth Form – Denys Salt Sixth Form Centre

The KS5 leadership team rigorously monitors the progress of each individual student and has established high expectations supported by mentor programmes and quick response systems to underachievement. This is clearly understood by students, parents, carers, and members of staff and has proven very effective. After the challenges of COVID-19 examination performance in 2022 was at its highest with 40% of grades at A\*– A. Our Value Added also increased. NEET is 0% for Years 12 and 13. Progress outcomes for GCSE English and Maths continue to show improvement; in Maths, students improve by over half a GCSE grade and in English the average improvement in attainment is over one third of a grade. The Leadership in Sixth Form has become more rigorous with a Director of Sixth Form and a Sixth Form Manager who closely monitor student progress and are responsible for partnership work with Faculty Leaders to deliver effective intervention to ensure students are on track to achieve their best; they also have responsibility for student wellbeing.

The following A Level courses are offered:

English Language, English Literature, Mathematics, Further Mathematics, Art, Photography, Biology, Chemistry, Computer Science, Criminology, Product Design, Economics, French, Geography, German, History, Media Studies, Music, Physics, Psychology, Religious Studies, Sociology, Spanish, and Textiles.

The following Vocational courses are offered:

Business, Performing Arts Dance, Health & Social Care, Performing Arts Music, Applied Science, IT and Sports Science.





### Activities



Drama/dance productions and musical performances are a feature of school life, and many national companies use our school as the focus for theatre workshops. School productions are many and varied. Since moving into our new school, we have had annual productions including Joseph and his amazing technicolour dream coat, Little Shop of Horrors, Jane Eyre, Alice in Wonderland, Beauty and The Beast, The Wizard of Oz, High School Musical, Strictly Musicals and Annie. We have a choir, orchestra, jazz band and smaller ensembles which perform on a regular basis in the locality and further afield.

Our Award Ceremonies celebrate the diversity of our pupils' successes, seeing us move away from one large Presentation Evening to a series more pertinent to each Key Stage.

Various exchanges and visits are undertaken each year with other European countries. We have previously, successfully worked in partnership with Amandus-Abendroth Gymnasium in Cuxhaven Germany as part of a two-year Comenius project which included pupils from different year groups creating an animated film with a professional animator: "The Young Musicians of Cuxaire"; we have recently completed a three-year Erasmus Plus project to produce a Language Learning App – "Apy to Learn"

Sporting achievements and activities have a high profile and we offer a diverse range of opportunities for sport, health and wellbeing; our PE Faculty was revised in 2015 to include Outdoor Education which includes cycling, orienteering, an annual residential to Bewerley Park as well as a successful Duke of Edinburgh (DofE) programme – we became a DofE Direct Licensed Centre in 2015 with pupils completing the Gold Award and being presented with certificates at St James' Palace as well as a significant number on the Bronze Award starting at the latter stages of Year 9. We also organise skiing trips to the USA and Europe; water-sports trips to the Ardeche; visits to London to enhance learning in Media Studies, Art, History, Science and Economics as well as visits to Edinburgh, Paris, power stations and research centres.





Information for candidates



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## Application Process

**Post:** Data Officer with timetabling  
**Scale:** Band 8 (SCP 17-22) 37 hours per week, term time only + 20 days  
**Salary:** £26,756 to £29,576

Please complete the application form and additional information/personal statement in support of your application. The personal statement should be no more than two sides of A4 size paper in font size 10.

Partially completed forms will be questioned.

**Closing Date for applications: 9:00am on Thursday 7 December 2023**

Please return all applications to:

Fozia Parvez  
HR and CEIAG Admin Assistant  
[pvz@titussaltschool.co.uk](mailto:pvz@titussaltschool.co.uk)

**Selection Process: on Thursday 7 December 2023**

**Interviews will take place on Thursday 14 December 2023**

We are afraid that we cannot write to unsuccessful applicants, so if you do not hear from us again, may we thank you for your interest in our school and wish you every success in the future.

**We look forward to receiving your application**



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## Job Description Data Officer with timetabling

The following information is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

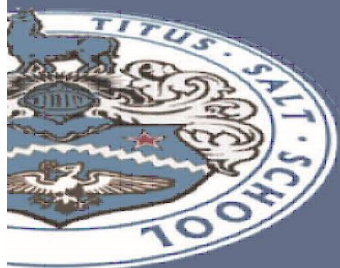
- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. It will be reviewed at least once a year as part of the school's Appraisal process, and it may be subject to modification at any time after consultation with the post holder. The post holder may be required to take on responsibilities throughout the school as required, at the discretion of the Headteacher - taking notice of training undertaken or by providing it, and appropriate safety factors.
- Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be considered when the post is reviewed.
- As an Equal Opportunities Employer, we require our employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The post holder is subject to all relevant statutory and institutional requirements and shall uphold the school's policy in respect of child protection and safeguarding matters.
- The school is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

### Prime Objectives of the Post

The prime objective of this post is to ensure the critical relationships between pupil-level data, assessments and examinations are effective and successful – each effectively utilise Management Information Systems and other inter-related programmes. The Data Officer will be supervised by the Data Operations Manager to ensure pupil-level data is accurate, secure, effectively presented, fit for purpose, and meets statutory requirements. This post will have a range of duties that are specific to the management of data and have responsibility for deputising if required.

In addition, the role includes practical and administrative support for the construction of the school timetable which is critically linked to pupil-level data. The Business Operations Manager has shared responsibility with the Data Operations Manager for the timetable.

### Specific Responsibilities



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## Job Description Data Officer with timetabling

The following responsibilities are not exhaustive, under the supervision and in partnership with the Data Operations Manager:

- To be responsible for management of the school's Management Information System (currently SIMS)
- To be responsible for management of pupil-level data and its processing for a range of purposes including but not limited to internal assessment data, subject marksheets, school census and other statutory returns
- To support the input and export of data to other relational programmes
- To work with the Data Operations Manager to provide relevant statistics and analysis of examination and assessment results to the Headteacher, Governors, LA and relevant Government department that can be used for target setting, review and as a basis of raising achievement
- To be accountable for supporting the drive for improvements in levels of attainment, achievement, and progress across the school through the effective management of data through use of MIS and relational programmes
- To provide practical support in the development of pupil/student data systems, including assessment and analysis of achievement across the school
- To plan and design interrogative documents for data analysis and information to effectively aid school improvement, working with members of the Senior Leadership Team (SLT) and other leaders in the school
- To provide information to assist SLT in statutory inspection processes and manage the timely and accurate preparation of statutory returns
- To ensure teacher assessments are entered appropriately to meet reporting deadlines, checking entries for inconsistencies.
- To provide support in the downloading and analysis of examination and assessment results, both electronic and paper
- To assist the Data Operations Manager and Business Operations Manager in the construction of the timetable through effective use of appropriate software and use of pupil-level data
- To assist the Data Operations Manager and Business Operations Manager in the administration processes of the production of the timetable
- To assist, if required with the organisation and supervision of all examinations ensuring current legislation and procedures are adhered to
- To manage the school reporting system and the SIMS updates providing training as necessary
- To manage other managerial or school operations areas at the discretion of the Headteacher, taking notice of training undertaken or by providing it and taking





## Job Description Data Officer with timetabling

consideration of appropriate safety factors

### Supervisory/Managerial Responsibilities

- To take delegated responsibility for the development of data systems, especially SIMS with the support of postholders with responsibility of line management the SLT link, providing dynamic and inspirational leadership to develop and implement key subject and whole school initiatives
- To take delegated responsibility in the supervision of pupils on work experience, trainees, and voluntary helpers with whom the post holder is working

### Supervision and Guidance

- Under supervision of senior members of staff but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate
- Use initiative in the pursuance of school policies, procedures, and programmes

### Range of Decision Making

The postholder will be expected to make decisions on a day-to-day basis to ensure that deadlines and other requirements are met ensuring these are within appropriate, established working practices and procedures. The postholder may need to interpret guidelines from other members of staff on the preparation of documents and be responsible for ensuring there is a shared understanding of what is required.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- The conduct and behaviour of individuals, groups of pupils and whole classes.
- The correct use and care of materials by individual and small groups of pupils.
- The safety, mobility (if required) and hygiene and wellbeing of the pupils.

### Responsibility for Assets, Materials etc

- To maintain the confidential nature of information relating to the school, its pupils, parents, and carers.
- Responsible for the safe keeping of office equipment and computer hardware and software and backing up computerised data and ensuring the requirements for the Data Protection Act are met.

### Contacts



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## Job Description Data Officer with timetabling

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Contractors, External Agencies.

### Range of Duties

#### Organisation

- Disseminate and communicate key information to team members.
- Plan strategically to address the department and individual development issues.
- Participate in maintaining and developing a positive ethos in school.

#### Administration

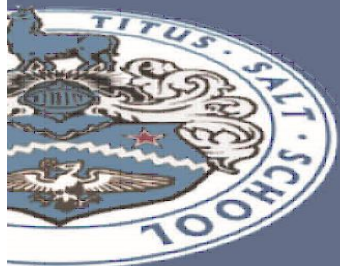
- Provide personal, administrative, and organisational support to other staff.
- Manage manual and computerised record/information systems ensuring these are accurate and up to date.
- Undertake word-processing and complex IT based tasks.
- Undertake administration of complex procedures.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Complete and submit complex forms, returns etc., including those to outside agencies.

#### Resources

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake research and obtain information to inform decisions.

#### Supporting the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with teachers, to support achievement and progress of pupils.
- Attend and participate in regular team meetings.



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## Job Description Data Officer with timetabling

- Participate in training and other learning activities as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of expertise and use these to advise and support others.

### Appraisal and CPD

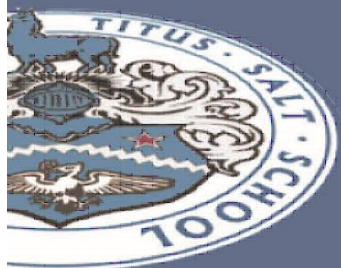
To support CPD monitoring of individuals/groups within the area of Data by:

- Participation in the school's Appraisal system (as appropriate)
- Specifying areas for development identified through the Faculty Review/Development Plan and regarding individual needs and aspirations
- Involvement in the Professional Development Review systems and processes
- Overseeing the effective induction and development of new staff
- Participating in staff development schemes as implemented by the school
- Exploring opportunities to extend own personal development

### Fluency Duty

In line with the immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard – for this role, the post holder is required to meet the Intermediate Threshold Level - The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.



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## Personnel Specification Data Officer with timetabling

Key: A = assessed at application I = assessed at interview T = assessed through selection processes

Requirement	Attributes and how demonstrated	
<p><b>Developing Self and Working with Others - Qualifications and Training</b> To be collaborative in approach when working in a range of contexts and groups. The breadth of involvement includes our pupils, staff, governors, parents/carers, and members of the community. Our aim is to build a professional learning environment that enables others to achieve. In addition, there must be a clear willingness to learn from others.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• GCSE or equivalent in English and Maths (A)</li> <li>• Excellent standard of IT skills (A, I)</li> <li>• Evidence of continuing professional development and a willingness for further development as appropriate. (A, I)</li> <li>• Treat people fairly, equitably and with dignity to create and maintain a positive team culture. (I)</li> <li>• Demonstrate excellent working relationships. (I)</li> <li>• Acknowledge the responsibilities and celebrate the achievements of individuals and teams. (A,I)</li> <li>• Able to balance work and personal life; is considerate of the wellbeing of others. (A,I)</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Advanced software applications in word processing, spreadsheets, and databases. (A,I)</li> <li>• Other relevant professional qualifications. (A)</li> <li>• Capita SIMS training.(A, I)</li> </ul>
<p><b>Shaping the Future - Experience</b> It is critical to have the skill and ability necessary to work with a range of teams when developing a shared, strategic vision which inspires and motivates students, staff, and other members of the school community; leading to increased levels of attainment, achievement, and progress.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent ability to process and analyse data, checking for accuracy. (A,I)</li> <li>• Excellent organisational skills and can perform tasks that require attention to detail. (A, I)</li> <li>• Experience and success in the areas of clerical work, administration, and finance. (A,I)</li> <li>• Experience of working in a demanding environment where an ability to prioritise is essential. (A,I)</li> <li>• Ability to communicate effectively. (A, I)</li> <li>• Experience of working sensitively and effectively with a range of staff at different levels. (A, I)</li> <li>• Experience of working with and offering guidance to staff. (A)</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in working within a team where a positive contribution has been made. (A,I)</li> <li>• Experience in the construction of a school timetable and associated SIMS software</li> <li>• Experience of producing statutory data returns to central government departments/agencies. (A,I)</li> </ul>



## Personnel Specification Data Officer with timetabling

Requirement	Attributes and how demonstrated	
<p><b>Special Knowledge</b> The Data Officer with timetabling should have high expectations and to be effective, enthusiastic and show levels of independence, supporting the team and school to achieve its full potential.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Importing and exporting information from data systems. (A,I)</li> <li>• Knowledge of SIMS software. (A, I)</li> <li>• High level skill in use and development of Management Information Systems. (A,I)</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of school target setting procedures and the use of progress data. (A,I)</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation pertaining to:               <ul style="list-style-type: none"> <li>○ The use of data. (I,T)</li> <li>○ Examination procedures (I,T)</li> </ul> </li> </ul>
<p><b>Managing and Leading the Organisation - Practical and Intellectual Skills</b> To make a significant contribution to the effective organisation and management of the Data Team and to lead and seek ways of improving organisational structures and functions. To fully support the SLT Link in ensuring that the team and the people and resources within it are organised and managed to provide an efficient, effective, and safe learning environment; to manage resources and ensure value for money through effective performance management.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent organisational and record-keeping skills. (A)</li> <li>• Excellent time management. (A, I)</li> <li>• Excellent interpersonal skills. (A, I)</li> <li>• Ability to delegate appropriately and support colleagues to achieve shared goals. (A)</li> <li>• Identify successes and failures and positively embrace change to secure continuous team improvement. (I)</li> <li>• Able to persuade, motivate, negotiate, and influence needs and actively seek learning opportunities. (A,I)</li> <li>• Maintain confidentiality, respond positively to change, and inspire confidence. (A,I)</li> <li>• Experience of performing tasks with great attention to detail. (A, I, T)</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Able to develop administrative systems to meet changing needs</li> <li>• Provisioning of staff onto SIMS and associated school IT systems. (A, I)</li> <li>• Prepared to challenge staff and established ways of working within the use of data to move the school forward. (I)</li> <li>• Ability to plan strategically and operationally, allocate resources effectively and evaluate the work of teams and individuals. (A,I,T)</li> </ul>



## Equal Rights

Titus Salt School is an equal rights employer. We require our Governors and staff to follow our equality policies and all statutory requirements concerning age, race, religion, sex, sexual orientation, and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to the school's services.

## Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements. As an equal rights employer, Titus Salt School is committed to making any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

## Safeguarding

We are an equal opportunities employer and are committed to the protection and safeguarding of children and young people in our recruitment procedures. We adhere to statutory guidelines in respect of safer recruitment through a variety of checks which will include online searches on all shortlisted candidates. All posts are subject to an enhanced DBS check and eligibility to teach/work in our school will be checked with the DfE.

## Fluency Duty

This role is customer facing and therefore in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to the level defined in the job description.

**Headteacher** Ian Morrel BA (Hons) NPQH

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