

Information for Candidates

Data Information, Systems and Exams Manager



Wolfreton School and Sixth Form College
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Chief Executive Officer
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Dear Applicant

Thank you for your interest in our vacancy for a Data Systems, Information and Exams Manager.

Wolfreton School and Sixth Form College is a large and forward thinking school and is a part of a newly formed Multi Academy Trust; The Consortium Academy Trust (TCAT). We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged student body.

This is an exciting opportunity for an energetic and dynamic individual to join our support staff team. The successful candidate will lead, manage and support all aspects of data including information, assessment and examinations ensuring that an efficient, effective and proactive service is provided. The successful candidate will be responsible for leading and managing a team of support staff and will collaborate effectively with other senior managers.

The successful candidate should have an extensive knowledge of administrative software and systems, have a good understanding of the use of data for target setting and a high level of skill in statistical analysis. Further information on the skills, qualifications and experience required are detailed in the job description and person specification contained in this pack.

The school's core working day for support staff is 8.00am to 4.15pm (Friday 3.45pm), 45 minute lunch break. There will be occasions when the successful candidate would be required to work some additional hours particularly around the summer exam results days.

Should you wish to visit the school or require any further information, please contact Sadie Prestwood, Operations Manager, on 01482 659356 or miss.prestwood@wolfreton.co.uk

How to apply

Application forms are available from our school website – www.wolfreton.co.uk/workingwithus and should be returned via email to recruitment@wolfreton.co.uk

The closing date for applications is 9.00am on Monday 21 January 2019 and interviews will take place on Wednesday 22 January 2019.

If you have not heard from us within two weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

I look forward to receiving your application and wish you every success with it.

Yours sincerely

Susanne Kukuc
Headteacher

OUR VALUES and OUR GOALS

At Wolfreton, we want everyone to fulfil their potential, to excel and to leave prepared to achieve all of their ambitions. To enable this to happen, we are all committed to simple and straightforward values and goals.

OUR VALUES

Excellence

We encourage our students to be **INSPIRATIONAL**

Endeavour

We promote the qualities of
DETERMINATION and **COURAGE**

Respect

We are firm advocates of
FRIENDSHIP and **EQUALITY**

OUR GOALS

Create

An inclusive caring environment that enables every student to enjoy learning and achieve their academic potential.

Prepare

Responsible young adults who value learning, helping them to make a positive contribution to society.

Develop

Self-confidence, motivation, aspiration and commitment in every student, celebrating all achievements.

Respect

Every young person's right to learn while encouraging them to stay safe, be healthy and enjoy equal opportunities.

Provide

All students with a broad and balanced curriculum, enabling them to develop and achieve economic well-being.

GENERAL SCHOOL INFORMATION

Wolfreton School and Sixth Form College is a large comprehensive school with over 1500 students on roll, including 230 in the Sixth Form. We are a successful school with a positive and engaged student body and a dedicated and talented staff.

The school is set in the attractive leafy suburbs of the East Riding of Yorkshire close to the Wolds and only seven miles from the market town of Beverley. The catchment area covers the pleasant residential districts of Willerby, Kirk Ella and Anlaby in the East Riding of Yorkshire. These are relatively affluent areas with good quality housing and access to varied leisure opportunities. Proximity to the M62 ensures easy access to the motorway network and other major cities in Yorkshire and beyond.

Historically Wolfreton was a split-site school, however in August 2016 we took possession of our new single site school. Having had the opportunity to work with the design team and construction company during the build period, many have had an input into the new school. This has ensured that the building really can deliver. Staff and students alike are now enjoying the benefits of high quality accommodation, equipped with the latest technology and specialist facilities that are among the best in the region.

Wolfreton is a good and ambitious school. This was recognised by Ofsted in our most recent inspection in October 2013, when the achievement of students, quality of teaching, behaviour and safety of students and leadership and management were all judged to be good. Since then, we have seen continuing improvements across the school. Staff are ambitious and students are too. Students are keen to work with staff and take advantage of the many opportunities they are offered.

Standards of attainment at Wolfreton exceed the national average. In 2018, 86% of students achieved a grade 4 or above in English and 80% achieved a grade 4 or above in Maths. Students enjoy access to a broad and balanced curriculum, and specialist teaching ensures that engagement and progress can continue to increase for all.

The school is a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. As a school, we have a long history of partnership working in this area, being a part of 'The Consortium Sixth Form', a widely recognised successful sixth form partnership with two other local schools. Students are able to study at Wolfreton as well as having the option to study subjects at any of the other Consortium schools. The Sixth Form has a dedicated suite of teaching rooms and facilities within the building, giving it a bespoke Sixth Form College feel in this area. Sixth Form students play a full roll in the life of the school, but equally will continue to enjoy the advantages of this dedicated provision.

Wolfreton teachers are known for their caring approach with all students and we are committed to providing strong and effective pastoral support. Our established House systems creates a smaller family feel in a large school. Each tutor group belongs to one of our five Houses, with tutors in this team led by a Head of House who is a member of the teaching staff, and a non-teaching House Pastoral Manager. Heads of House are committed to developing the ethos of their House. As well as recognising successes, they focus on student progress and lead valued opportunities to work collaboratively through inter-house competition and charity challenges across the House and the school.

As a school we firmly believe opportunities and experiences play a huge role in enabling young people to develop their skills and attributes beyond the classroom. The school prides itself on the wide range of

extra-curricular opportunities offered to our students. Annually, students take part in over 250 teams, clubs and events. Staff give a great amount of time to these and the students and school have achieved many accolades in the widest range of fields.

The school has a strong community ethos. We have built close links with the world of business and have developed links both nationally and internationally, for example with the Rushanje School in Uganda, who we continue to support through charity initiatives.

Wolfreton remains a popular choice for secondary education. Our annual intake of 270 students is taken mainly from five neighbouring primary schools, with whom we have excellent and close relationships. We are also committed to high quality induction and ongoing training and staff development. Wolfreton has retained the Investor in People Award for 18 years; in our most recent assessment we were awarded the IIP Gold Standard.

Multi Academy Trust

In September 2017, Wolfreton School and Sixth Form College, along with Cottingham Academy Trust and The Hessle Academy Community Trust founded a new multi academy trust, 'The Consortium Academy Trust'. The schools have a shared history of over 25 years of working together through our Consortium Sixth Form partnership. In September 2018, Howden School joined the Trust and Holderness Academy and Sixth Form joined most recently on 1 October 2018. The Trust has been developed in order to provide a platform to deliver high quality educational experiences for the children and young people within our local community, to enhance and improve their life chances and enable them to make substantial and sustained contributions to society. We will achieve this by building a strong, regional offer that supports the educational aspirations of current and future generations while providing excellent career opportunities for staff.

Job Description

Job Title: Data Systems, Information and Exams Manager
Post No:
Pay Scale: Point 31 (dependent on experience)
Hours: 37 hours per week, full time
Contract: Permanent
Responsible to: Headteacher via the Assistant Headteacher – Achievement and Progress

MAIN PURPOSE OF THE JOB

- To maintain accurate up to date records of students personal and assessment details, ensuring that information is kept confidentiality meeting GDPR.
- To manage, plan, collect, record and report all school data in an accurate and timely manner, to ensure all school statutory and non-statutory requirements are met.
- To work with the Academy's Assistant Headteacher – Achievement and Progress, in all aspects of student reporting and timetable construction and maintenance.
- To lead and manage the storage, manipulation and analysis of student data as required by the Senior Leadership Team.

1. MANAGEMENT OF DATA SYSTEMS AND INFORMATION / STUDENT ACADEMIC DATA AND DATA ANALYSIS

To manage and maintain student data:

- To be responsible for maintaining NovaT/SIMS to ensure clean data, ensuring all housekeeping procedures are up-to-date to ensure maximum efficiency of systems and working effectively with key-users.
- To manage student data including assessment information and some aspects of students' personal data.
- To distribute student attainment data to the Assistant Headteacher: prior attainment information, CATs, data trawl grades, examination results, target group information for use in target setting.

To manage Assessment Manager under the direction of the Senior Leadership Team (SLT):

- To be responsible for manage data entry ensuring highest level of accuracy at all times.
- To manage data collections, providing support and guidance as required.
- To create and manage strategic and operational data analysis systems to support in-depth analysis of individual teacher, subject and subject area performance as part of the whole school self-evaluation process.
- To set up input marksheets including prior attainment data, improving and developing as required to meet increasing demands.
- To set up of school attainment targets, maintaining awareness in relation to Government guidance, requirements and good practice in relation to target setting, the effective use of data and data security.
- To create and develop systems to track and report specific student achievement, ensuring clear, concise, accurate and timely information is provided.
- To identify specific groups (e.g. FSM, SEND, EAL, etc.) for targeting to ensure appropriate support is provided to maximise standards of performance.

To manage data systems (including SISRA, ALPS, L3VA, and FFT) under the direction of the SLT

- To upload all tracking information to the relevant systems across years 7 - 13 to allow the SLT and Faculty Leaders (FL) to analyse and display student achievement in the context of individual, subject, teaching and target groups.

To produce of Data Summary Sheets

- To design and produce detailed data summary sheets annually and for new staff throughout the year, for

all teaching groups across the Academy to inform teacher planning and teaching

- To ensure that data summary sheets are kept up to date throughout the year in light of changes to groups and year groups

Production of Data Analysis Reports

- To provide reports to Governors and external agencies giving detailed analysis of the school's performance as required by SLT
- To produce Student Progress Trackers for use by the relevant Assistant Headteacher, Faculty and House Leaders to allow analysis of all achievement, behaviour and attendance issues

In relation to all above applications

- To develop and lead training for teaching and support staff, to ensure use of data in all school processes is accurate, providing user guides to staff as appropriate.
- To make recommendations to SLT regarding improvements to the methods and processes used in the school for data analysis and application.

2. CURRICULUM

To support the Senior Leadership Team with student/timetable data including:

- To assist in the construction, input and maintenance of the timetable using Nova-T and the Academy's MIS (SIMS) under the instruction of the Assistant Headteacher- Achievement and Progress.
- To input student choices and export of data to inform school timetable using SIMS Options
- To collate prior attainment data from primary partners to inform group setting and timetabling
- To manage the scheduling of the timetable and the input of students' banding and setting.
- To print and distribute timetables and set lists to staff and students at the start of the academic year and throughout the year for new staff and students.
- To update, print and distribute staff timetables.
- To complete annual end of year and set up of new academic year.

3. ADMISSIONS, ATTENDANCE AND BEHAVIOUR DATA AND INFORMATION

- To work with the relevant Assistant Headteacher to manage admissions, including in-year admissions, receiving and actioning Common Transfer Files and ensuring the Academy receives prior attainment data.
- To overview the day-to-day organisation of the school attendance systems, providing support and guidance to Attendance Clerk.
- To ensure the Assistant Headteacher – Safeguarding and Inclusion, and the Attendance and Welfare Manager, receive attendance data as required.
- To line manage the attendance team.
- To ensure the Assistant Headteacher – Behaviour and Pastoral Care, and House teams, receive behaviour data as required.

4. RECORDING AND REPORTING

- To provide support, guidance and assistance in setting up report templates as required in the MIS.
- To update and extract information and reports as required by the relevant Assistant Headteacher.
- To generate Interim and Annual Reports, related materials and statistics for communication to students, parents/carers and staff, incorporating data from a range of sources, reviewing requirements and content on an annual basis and ensuring deadlines set for completion are adhered to.
- To oversee the printing of students' reports.
- To produce summaries and analysis of report data for the relevant Assistant Headteacher.

5. STATUTORY AND NON-STATUTORY DATA RETURNS

- To accurately manage Tables checking
- To generate and submit the student Census
- To provide accurate data returns to the Trust and LA as required in the required timeframe.

6. WORKING WITH THE SLT AND STAKEHOLDERS

- To be responsible for the accurate extraction of academy and statistical data and the production of reports for Senior Leadership Team, from the following external sources, to inform strategies for improvement:
 - Key2success
 - Fischer Family Trust
 - SISRA
 - ALPS
 - L3VA
 - Government Statistics
- To provide information for the Ofsted Self Evaluation Form (SEF) to the SLT and Subject Self Evaluation Forms (SSEFs) to Faculty Leaders.
- To provide and manage receipt and distribution of statistical information to the Trust and Local Authority as required.
- To ensure that the Academy complies with the regulations of GDPR.

7. INTERVENTION

To work with the Assistant Headteacher – Achievement and Progress and Faculty Leaders:

- To compile, distribute and communicate intervention and revision timetables.
- To compile and communicate Making Good Progress (Intervention) timetables each half term; to create attendance registers and to upload attainment data.
- To maintain accurate provision mapping to reflect intervention support.

8. SIXTH FORM

- To upload Sixth Form options using SIMS Options and to create and maintain Sixth Form timetables.
- To liaise with Consortium Sixth Form partners to manage group data and registers across the partnership.
- To work with the Assistant Headteacher – Sixth Form, and Business and Finance Manager to accurately record students Core Learning Aim.
- To upload student data to ALPS and to extract and manipulate data using the ALPS methodology.
- To maintain the in-year L3VA for the Academy and for subject areas.

9. LINE MANAGEMENT

- To line manager staff in the Data Systems, Information and Exams Team including: the Data Assistant, the Examinations Officer, the Attendance and Welfare Manager and the Cover Supervisors.
- To conduct Support Staff Development Reviews (Appraisal) for staff in the team.
- To provide support and guidance to colleagues as and when required, collaborating effectively

10. EXAMINATIONS AND COVER

- To work closely with Assistant Headteacher – Achievement and Progress to produce analysis of KS3, KS4 and KS5 qualifications.
- To work on MIS aspects of internal testing and examinations with Assistant Headteacher – Achievement and Progress and SENDCO, including CATs, Pre Public Exams (Mocks) and internal examinations.
- To liaise with the Exams Officer and Business and Finance Manager to monitor the Exams Budget and Invigilation Budget.
- To collatorate with the Exams Officer to co-ordinate the integration of examinations results into SIMS, SISRA, ALPS and L3VA:
 - To produce the annual Examinations Results summary sheet
 - To collate and analyse data from all external exam boards
 - To produce headline data for publication to LA, TCAT, media, SISRA and PiXL collaboration
- To lead the Data Team to support the Exams Officer and Data Assistant and deputise as required.
- To support the Data Assistant with the administration of Absence Cover when necessary to support the smooth daily running of the school

11. OTHER

- To collaborate closely with the SLT, Operations Manager, Office Manager and other leaders in the Academy.

- To be aware of and adhere to the Academy's stated standards, policies, systems and procedures including child protection, health and safety, security, confidentiality and data protection.
- To have an overview and keep abreast of changes to the software and communicate to other key users: Cover, Examinations, Admissions, Office Administration, Attendance and Personnel.
- To participate in meetings, training, other staff development and CPD activities and performance development as required.
- To provide cover for other department colleagues when required.
- To provide assistance to other members of the Administrative team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.
- To work with the Operations Manager to support GDPR and provide assistance with Subject Access Requests.
- To maintain a tidy and efficient work area from which information is easily accessible.
- To act as a Fire Warden to support the safe evacuation of the Academy.
- Any other duties which reasonably corresponds to the general character of this post and level of responsibility.
- The level of this role will require additional hours to occasionally be fulfilled outside of the working day as may reasonably be expected in peak times including during the summer examination results period.

GENERAL INFORMATION

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees.
- Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the GDPR. Confidentiality must be maintained at all times.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required.

Person Specification – Data Systems, Information and Exams Manager

Category	Essential	Desirable	Evidence
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of education, English and Maths GCSE • Evidence of commitment to personal and professional development • Willingness to participate in continued professional development 	<ul style="list-style-type: none"> • A relevant degree or equivalent qualification • Completion of any relevant training courses • Team leading qualification or equivalent 	Application Form
Knowledge and Experience	<ul style="list-style-type: none"> • Extensive knowledge of administrative software and systems within schools (particularly SIMs, FFT, SISRA) and links between modules • Clear knowledge of academy requirements for production of reports • Ability to anticipate needs of the academic calendar, establish and maintain schedules • Ability to process data reliably and efficiently to meet the needs of all staff • Possess good fault-finding and problem-solving skills with the ability to react and deal with issues as they arise • Experience in both strategic and operational management • Experience of leading and managing a team 	<ul style="list-style-type: none"> • Experience of working in a school setting • Experience of effectively managing a budget • Experience of delivering specific/bespoke training to stakeholders 	Application Form Interview
Personal qualities and skills	<ul style="list-style-type: none"> • High levels of organisational and self-management skills • Ability to develop effective professional relationships with all stakeholders • Good communication skills, both written and spoken • Appropriate awareness of health and safety in relation to area of work • Effective team player • Ability to work independently • High levels of personal and professional integrity • Ability to work confidentially and use tact and diplomacy when required • Self-motivation and willingness to accept responsibility • Commitment to the School ethos of respect and inclusion for all • A positive role model for young people and colleagues. • Energy, enthusiasm, optimism and ambition. • Excellence of day to day contribution and reliability • Willingness to be flexible with work pattern to support school events 	<ul style="list-style-type: none"> • Willingness to contribute to and participate in continuous professional development 	Application form Interview