



Application Pack

SIMS, Data & Assessment Manager Deyes High School

Start Date:	As soon as possible
Closing Date:	8:00am, Monday 09 October 2023
Shortlisting:	Monday 09 October 2023
Proposed Interview Date:	W/c 09 October 2023 (TBC)
Post Scale:	NJC 22 - 28
Salary:	£29,439 - £34,723 Pro rata salary £26,739 – £31,538
Contract Term	Full Time 37 hpw/Permanent Term time only plus INSET and 10 additional days

HOW TO APPLY

To submit your application please use TES Quick Apply



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

We Offer

- A competitive salary, which is aligned to national standard terms and conditions
- A Competitive Pension Scheme
- Employee Assistance Programme
- Regular training and development programmes tailored to your very own learning needs.
- Opportunities for career progression within school and across the Trust should you wish.
- An open and collaborative working environment where everyone is valued
- A detailed induction programme

Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [equal opportunities monitoring form](#) which can be found on our Careers Homepage.

Safeguarding & Enhanced DBS Checks

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school’s child protection policy, code of conduct for adults and managing allegations against staff procedures.

Welcome



DEYES
HIGH
SCHOOL

LYDIATE
LEARNING TRUST

Thank you for your interest in the position of SIMS, Data & Assessment Manager. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Deyes High School is a vibrant, ambitious and oversubscribed school that is rated 'good' by Ofsted. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Deyes offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Deyes High School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

Mrs V Beaney
Head of School
Deyes High School

Mrs A Stahler
Chief Executive Officer
Lydiate Learning Trust

Deyes High School – New Build



This opportunity comes at a time of extremely exciting change and development for Deyes High School. Having been listed as one of the first 50 schools in the DfE New School Build Project, we are now in partnership with KIER and our build begins in August 2022.

For further information, please visit <https://www.deyeshigh.co.uk/newbuild/>

Job Description

SIMS, Data & Assessment Manager

Purpose	<ul style="list-style-type: none"> To manage and maintain the Academy SIMS database To work closely with the SLT lead for the school timetable, supporting the annual development and production of the whole school timetable. To lead on the management of whole school data, producing reports and statistical returns as appropriate To manage and support the exams officer. To support the senior leader in developing the use and application of all data systems to ensure that all staff effectively use systems in their role. To remain up to date and skilled in all functions of data systems including Sims, Synergy and Sisra.
Reporting to	Senior Leadership Team
Salary	NJC 22 – 28
Contract	Full time 37 hpw/permanent Term time only plus INSET days and 10 additional days to be agreed with Line Manger

Core Duties	
Main Duties & Responsibilities	<ul style="list-style-type: none"> Line manages the Exam & Data Support Officer and be responsible for their performance management. To effectively manage and maintaining the SIMS information management system. Ensuring all aspects of SIMS are running correctly and all staff competent and efficient in its use. To have responsibility for the accurate completion of the Census and QA the accuracy of Post 16 census – working with various data teams to ensure data is recorded correctly and securely into the SIMS system and uploaded to external partners when needed. To QA Academy’s reporting system. To implement a programme of training and support to staff using the SIMS. Provide the first line of support to staff with regards to SIMS and data production. To oversee Course Manager within SIMS. To be responsible for the maintenance of the school’s management information system (SIMS) and managing staff training with regards to this. To be responsible for the effective administration of collection, collation processing, distribution, and analysis of data. To manage and ensure the timely return of statistical information as required, including Student Census. Manage and maintain all data and information held on academy systems and within SIMs.
Assessment, Reporting & Recording	<ul style="list-style-type: none"> To manage the Academy achievement reporting system SISRA. To manage the Academy system Synergy. To manage Academy’s assessment entry system on SIMS. To work with SLT lead for Outcomes and ARRT on all aspects of student reporting e.g., progress monitoring sheets after each AP point. To manage the Academy’s attendance, rewards and tracking system Synergy.

Core Duties	
	<ul style="list-style-type: none"> • To ensure that the Academy complies with the regulations of the Data Protection Act. • Ensure periodic cleansing of data on MIS systems and other data systems. • The updating and the extraction of information and reports as directed by the ARR calendar. • To manage the input of all students prior attainment data along with the Special Educational Needs Administrator, SEN and Learning Difficulties and/or Disabilities (LDD) categories. • Build SIMS reports, progress reports and templates in readiness for populating. • Build Synergy reports and templates as required. • Ensure information and data for parent reports are completed in time for production and distribution. • To analyse and distribute student attainment data: CATs, SATs, report grades, examination results, gender information, student groups for use in target setting, prior attainment information, Ofsted analysis, etc. • QA of data in SISRA, ensuring the Academy is using live data from SIMS. • Manage teaching staff appraisal data on the relevant electronic system. • To support SLT lead in the production of student targets in line with current target setting procedures.
Exams Manager	<ul style="list-style-type: none"> • To oversee the exam season including examination entries and results. • To line manage to exams officer responsible for the day-to-day administration of the external and internal examination seasons. • To cover the exams officer role where necessary.
Timetable Administrator	<ul style="list-style-type: none"> • To be responsible for the leading and developing technical support in SIMS to produce all systems and processes related to the school calendar and timetable. • Prepare a new academic year calendar in SIMS. • Promote students into the New Year structure incrementing their curriculum years. • Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS. • Update and apply periodic and casual changes to courses, teachers, and rooms. • Ensure the smooth transfer of data between Nova-T – Assessment Manager – Academic Management – Lesson Monitor. • Responsible for managing entry into the Academic Management in SIMS. • Ensure accuracy of pupil data form groups/class groups and year groups.
Student Data	<ul style="list-style-type: none"> • To update all student data in KS3/4. • To coordinate the Options process on Sims. • To coordinate the admissions process for year 6. • To import and export CTF Files from the system. • To mark students as leavers. • To obtain KS2 prior attainment data of new students. • To import pupil premium data file and update pupil premium data in SIMS. • To work with Pastoral colleagues to produce weekly reports on ATL and rewards.
Team Leader Responsibilities	<ul style="list-style-type: none"> • Lead the Exams and data support team including deployment and allocation of responsibilities/duties; ensuring that satisfactory levels of performance are

Core Duties	
	<p>maintained, and that staff are acquainted with and have undertaken training in Health and Safety procedures.</p> <ul style="list-style-type: none"> • Attendance at all Team Leader meetings. • Monitoring of staff performance, providing training and development as necessary. • To be involved in the discipline of staff in accordance with the School Procedures. • Carry out annual appraisals for team members.
Other Duties	<ul style="list-style-type: none"> • Any other duty deemed commensurate with the pay grade as directed by the Business Development Manager or Headteacher.
Training & Development	<ul style="list-style-type: none"> • To have personal responsibility for your own continuing professional development. • To seek support and guidance for your training and development need from your Line Manager. • To participate in annual staff appraisal scheme and undertake development activities to achieve personal targets.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

SIMS, Data & Assessment Manager

Qualifications	
Educated to at least A level or equivalent or have relevant vocational experience.	E
Relevant qualification in ICT/business administration.	E
Analytical skills.	E
Vocational qualifications relating to software systems.	D
Evidence of continuing professional development.	D
Formal further education qualification in relevant discipline.	D
Experience	
Experience of producing accurate data for reporting.	E
Information gathering and analysis.	E
Experience of presenting data in a user-friendly format.	E
Experience of managing and developing data systems, such as SIMS.	D
Experience of working in a data management role.	D
Experience of web development.	D
Experience working in an educational environment.	D
Skills	
Excellent IT skills.	E
Ability to focus on detail and accuracy when compiling reports.	E
Excellent communication skills.	E
Excellent organisational and planning skills including the ability to be flexible in order to achieve targets.	E
Ability to work to deadlines.	E
Ability to form good working relationships with colleagues and external clients.	E
Enthusiastic, innovative, and forward-looking.	E
Use own initiative and solve problems independently.	E
Ability to hold staff to account for non-compliance to school policy.	E
Manage and deploy staff.	E
Excellent leadership skills.	D
Ability to work with and lead a diverse team of staff.	D
Sense of humour.	D
Knowledge of school timetable.	D

Knowledge of statutory data reporting requirements such as school census.	D
Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion.	D
General	
Ability to make a proactive contribution to the work of the team supporting children, their families, and carers through thinking, planning etc.	E
Ability to work with parents and carers to improve support for children.	E
Ability to work effectively with a range of adults.	E
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	E
Contribute to the development and implementation of effective systems to share information.	E
Excellent organisational skills.	E
Ability to remain calm under pressure.	E
To be flexible.	E
Follow instructions accurately.	E
Use own initiative and work independently.	E
Ability to manage own time effectively.	E
Ability to adapt quickly and effectively to changing circumstances, situations.	E
Understand procedures and legislation relating to confidentiality.	E
Demonstrate a clear commitment to develop and learn in the role.	E
Constantly improve own practice/knowledge through self-evaluation and learning from others.	E
Demonstrate creativity and an ability to resolve problems independently.	E
Confidential References	
Positive recommendation from all referees, including current employer	E