



Haberdashers'
Borough Academy

School Data Manager

Candidate Recruitment Pack

2023/24



Together, stronger



Haberdashers'
Academies Trust
South

Contents

• Letter from the CEO	Page 3
• Letter from our Principal	Page 4
• About us	Page 6
• Our sponsors	Page 7
• Role Description	Page 7
• Role specific Responsibilities	Page 8
• Person Specification	Page 11
• Why Haberdashers?	Page 14
• Recruitment process	Page 16
• Contact details	Page 17





Dear Candidate,

Thank you for your interest in the post of School data Manager .

We are a Trust of nine schools, all based in South-East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business. Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

If you are interested in learning more about the position, please do get in touch with boroughhr@habstrustsouth.org.uk

I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'J Shadick'.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Welcome to Haberdashers' Borough Academy; a community school based at the heart of SE1. Our Academy is a wonderful place to learn – where pupils develop their academic scholarship alongside their character, in a world class setting.

Our mission is simple – we want pupils to **'Become their best at Borough'** in all aspects of their lives. We have the highest aspirations for each young person we work with and strive to help them to fulfil their potential.

Our Academy values, which were created by our young people, speak to that. We expect our learners to become excellent ambassadors for their **community**, by working hard to achieve their **aspirations**, whilst becoming **kind** and **resilient** citizens.

Our location in the centre of the capital allows us to provide a unique take on the curriculum, making the most of partnerships with world leading organisations which enrich and enhance our offer. In all areas of the curriculum, we aim to ignite a spark which enables our young people to become scholars of their chosen subject disciplines.

A Tradition of Excellence

We are proud of the traditions of excellence that are synonymous with the Haberdashers' Academies Trust. Our schools are driven by a common ambition – to become excellent schools which are grounded in their communities. Through partnership with family of schools in South London, pupils and teachers have access to opportunities which enhance the learning experience.

Our Haberdashers' Advantage programme is central to that mission. Pupils have access to a wider ranging extracurricular programme which supports your child to develop as a well-rounded person, ready and prepared to embark upon whichever pathway they desire. In addition, the Haberdashers' reputation is built on a tradition of high standards and academic excellence, and we are proud to continue this legacy by supporting every single student, and staff member, in reaching their full potential.

A Place to Belong

We pride ourselves on having a deep knowledge of each and every child as an individual. Our pastoral model enables colleagues to get to know your child well, enabling us to tailor support and opportunities to their needs. We aim to work closely with our families to provide a supportive, caring environment for every child.

Our journey is relatively new; but our ambitions are bold! We are immensely proud of our achievements to date, and invite you to visit to see us in action for yourself. We look forward to hearing from you if you are aligned with our values and have the drive, skills and enthusiasm to make a real impact at Borough Academy.

I hope that this brief information, alongside the recruitment details, encourages you to decide to apply to join us in our exciting current phase of development. Should you have any queries or want to come and visit our school, please do not hesitate to contact me.

Kindest regards

Mr Tom Howells
Principal, Haberdashers' Borough Academy

About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.



The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

Role Description

Job Title:	School Data Manager
Contract type:	Permanent
Salary:	Haberdashers' Trust Support Scale S29 – S32 (£40,773 – 44,062) inclusive of ILA
School/ Service:	Haberdashers' Borough Academy
Location:	SE1 OEX
Hours per week:	Full-time
Accountable to:	Vice Principal

About the role

This is an exciting opportunity for an experienced school Data Manager to join our team and lead this critical function.

As the Data Manager, you will be responsible for providing strategic and effective management of all data and reporting systems through the curation and analysis of data across the school. You will oversee the storage of data in our MIS and the use and integrity of information within our school. You will carry out research, write reports, and manage 3rd party reporting systems which empowers users to undertake their own analysis.

You will be proficient in your navigation and utilisation of Arbor and will have sound knowledge and experience of analytical resource solutions such as SISRA. You will ensure school data systems are compliant with GDPR and contribute to the leadership and development of the Data & Examinations Team. The postholder will also be responsible for the management of pupil and staff timetables, overseeing the detailed input and maintenance of curriculum timetabling, and implementing changes where required.

You will provide reports, as requested, for all stakeholders including the DfE, Trust Board, local authority, governing body, the school leadership team and heads of department. The postholder will also line manage the Examinations Officer, taking ownership of all matters relating to Secondary examinations and providing clear direction to ensure a rigorous process is maintained.

The successful candidate will be part of a supportive Trust-wide Data Team, which enables us to provide support, training and standardised processes to help quick integrate the new manager into our ways of working and wider mission to become an "Excellent School" by 2026.

Professional Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success. We are fortunate to have our own teaching school where a number of professional development programmes are co-ordinated.

Role Specific Responsibilities

Pupil Data Management

- Support with accurate curation of prior data to support understanding of key pupils.
- Ensure that pupil records are complete and accurate – ensuring integrity in our data
- Import/input prior attainment data for external pupils and input Pupil Premium funding information from the Department for Education.
- Liaison with the Data protection officer to ensure compliance with GDPR guidance.
- Support with FOI and SAR requests; including logging.

Timetabling and Logistics

- Oversee the detailed input and maintenance of curriculum timetabling for both staff and pupils
- Ensure Trust-built marksheets are deployed to the correct classes and teachers (you'll have many opportunities to help develop these standardised marksheets as well as build your own for local use, e.g. pupil trackers for teachers).

Assessment and Reporting

- Oversight of internal assessment processes – including setting up data sheets and ensuring accuracy within the data set.
- Management of internal assessment data, collating information through data marksheets, contributing to the creation of Trust-wide standardised marksheets
- Administration and support of standardised baseline testing
- Working alongside the AP/VP/HoD as required to co-ordinate sittings and ensure children sit assessments
- Working with leaders to provide reporting for parents and external stakeholders
- Tracking of key groups of pupils, in consultation with leaders.
- Oversee the management of statutory returns processes such as the school census returns and engage with routine exercises
- Management of local authority data returns.

Analysis and Insight

- Provide data analysis as required by the Leadership Team and for the governing body
- Use 3rd Party tools (such as FFT Aspire) to load suitable benchmarks and targets into our management information. Assist teachers in the setting of robust targets that enable our students to enable their potential.

Role Specific Responsibilities

Examinations

- Line management of Examinations officer
- Oversee the registration entries with exam boards
- Manage the exams budget.
- Take ownership of the secure storage of papers and documentation (including checking papers when they arrive)
- Ensure information about qualifications and enrolments on our Management Information System (including downloading the latest Qualification numbers or QANs) is accurate. Ensure the set up of domestic exams in our Management Information system.
- Work with HR to oversee the recruitment and essential training to invigilators.
- Keep up to date with JCQ regulations and ensuring that the ICE booklet is followed
- Work closely with Heads of Department to ensure entries are processed correctly, deadlines are adhered to and results are shared.
- Work with learning support to ensure that students get the correct access arrangements during exams

Collaboration and Partnership

- Attend Trust 'Data Team' meetings and contribute/ review / develop the service and processes in collaboration with the wider Trust team by using your experience of what works, feedback and suggested improvements from your school.
- Stay on top of the latest trends, policy developments, processes and practices through engagement with broader data community

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: April 2024

General Responsibilities

- To promote equal opportunities in the Academy and support the wider Trust EDI (Equality, Diversity & Inclusion) policy
- To actively promote the aims and ethos of the Trust
- To support the Academy's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies
- To undertake an enhanced DBS



Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Degree or industry qualification in Data Management / Analysis		√	AP, I, R, AS
Knowledge/skills			
Be detail-orientated but also able to recognise big picture trends and how we develop strategic level insights for the school and wider Trust	√		AP, I, R, AS
Proficient with processing both qualitative and quantitative data, collecting, processing, presenting, storing and sharing in the right manner	√		AP, I, R, AS
Knowledge of school reporting requirements	√		AP, I, R, AS
Experience			
Proficient in using MS Excel, Power Bi or equivalent software to curate reports and strong numerical skills	√		AP, I, R, AS
Experience of using SISRA (or willingness to learn)	√		AP, I, R, AS
Experience of timetable management	√		AP, I, R, AS
Able to influence, communicate and engage with stakeholders at all levels – both internally and externally	√		AP, I, R, AS
Able to manage multiple projects, systems and data sets – being able to keep track of how they interrelate	√		AP, I, R, AS
Able to work independently as well as collaboratively with other teams to achieve organisational goals.	√		AP, I, R, AS

Person specification continued

Understanding how to tailor the presentation of information to suit the needs of different audiences	√		AP, I, R, AS
Experience creating dashboards using Power Bi		√	AP, I, R, AS
Experience of using Arbor	√		AP, I, R, AS
Experience of using CPOMS (or willingness to learn)	√		AP, I, R, AS
Personal characteristics/other requirements			
Clear commitment and understanding of Trust ethos, vision and values and ability to uphold them	√		AP, I, R, AS
Commitment to collaborative working	√		AP, I, R, AS
Determination and resilience	√		AP, I, R, AS
High levels of interpersonal and communication skills and the ability to build relationships and influence at all levels	√		AP, I, R, AS
Sensitivity and empathy. Someone who cares	√		AP, I, R, AS

“I love working at Borough Academy. The sense of community and collaboration is palpable.

We are able to develop as individuals in a supportive environment with room to grow. Being in the centre of London means that we connect the school to incredible local opportunities on our doorstep”.

Head of Art
Haberdashers' Borough Academy

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit: www.habstrustsouth.org.uk/Benefits

"I am honoured to work at Borough Academy and to be part of a fantastic team that are steadfast in their commitment to our students and local community. As a founding member of staff, I have worked with my colleagues, students and parents to help shape the school values and culture and I believe we have in place a curriculum that is both inclusive and challenging: having been built by staff all of whom a high level of subject expertise and understanding of the science of learning.

Our extra-curricular provision is the best I have seen in my time in teaching and we make full use of our unique geography and proximity to some of London's most enriching attractions.

Most importantly our young people are caring, kind, ambitious and fully committed to their learning. It is a genuine pleasure to welcome them through the school gate every morning and to work with them every day."

Vice Principal
Haberdashers' Borough Academy





Recruitment process and additional recruitment information

Closing date: Monday 6th May 2024

Interview date: 9th May 2024.

Start date: Immediate

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- A presentation
- A panel Interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing boroughhr@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full. Please always include your Principal's details when applying for a teaching post.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted applicants must inform on all spent and unspent convictions when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Barring Check is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Borough Academy

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 020 3764 1321 or email
boroughhr@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers' Borough Academy.
We look forward to receiving your
application.

www.habsborough.org.uk

Haberdashers' Borough Academy
94B Southwark Bridge Road, London SE1 0EX