

Data Manager

The Hart School
February 2023



**THE HART
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in joining the team at The Hart School.

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in March 2018.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham
Principal

**“We Do
By working together, learning
together and winning together”**

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms
- Sports Dome



Summary of The Hart School's Progress Scores in 2018/19:

- Progress 8 score: **-0.09**
- Attainment 8 score: **45.7**
- Pupils entering EBacc: **24%**
- Staying in Education or entering employment: **96%**

To see full details of the school performance data please visit:
<https://www.compare-school-performance.service.gov.uk/school/139068/The-Hart-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, TeachFirst, Staffordshire ITT.



You can find out more at:

www.creativeeducationtrust.org.uk

DATA MANAGER

JOB DESCRIPTION

LOCATION

The Hart School, Rugeley, Staffordshire

SALARY

Grade 6, £23,194 per annum (actual salary £19,961)

CONTRACT

Permanent
37 hours per week
Term-time

PURPOSE AND SCOPE

Under guidance from the Senior Leadership Team, maintain the school's management information system (MIS) and assist with the planning and development of support services. To support the management of data for the school, including but not exclusively; assessment, data and examination

REPORTING LINES

Assistant Principal for Data & Assessment

SUPPORT FOR DATA MANAGEMENT

- Maintenance of the MIS ensuring it is accessible to all staff and providing training for end users in the access and maintenance of assessment data where necessary.
- Collection, organisation, input, presentation and distribution of data relating to student attainment and progress; Teacher Assessments and GL assessments.
- Make data available to appropriate stakeholders at the appropriate time e.g., parents, students, teachers, LA, DCSF, other external agencies at the appropriate time.
- To produce reports and analyse data as requested by the Senior Leadership Team and others, including the timely and accurate submission of complex stator/statistical returns, including school census return.
- Manage the Academic Management processes within MIS including creating pastoral and academic structures for both the new academic year and during the academic year, assigning students to whole curriculum structures and printing timetables.
- Ensure the integrity of all data held in the school.

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- Ensure data is input in a consistent and accurate manner onto all data systems, maintaining data protocols.
 - Assist with the analysis of data produced and produce reports and documentation for the Senior Leadership Team, governors or other stakeholders as required.
 - Ensure that the school comply with the following legislative requirements: Data Protection, Copyright, Freedom of Information, Licensing requirements.
 - Provide data and produce reports in a timely manner to meet internal and externally set deadlines.
 - Ensure student assessment reporting system is operated effectively and student reports delivered on time.
 - To liaise with staff and prepare class lists on the system regularly to account for class changes.
 - To liaise with staff/students/parents for the maintenance of student administrative data.
 - Check for missing data and fill gaps by contacting other schools or agencies.
 - To assist in Yr9 and Y12 options process, including liaising with students/parents/SLT regarding students/subject/group allocation.

SUPPORT FOR EXAMINATIONS

Under the supervision of SLT and the Exams Officer;

- Count and store examination papers
- Check, label and seal exam papers for dispatch to External Examiners.
- Deal with telephone enquiries as appropriate.
- Display appropriate notices inside and outside the examination rooms.
- Ensure that sufficient supplies of examination stationary are available.
- Prepare examination papers, examination stationery and other materials required for individual examiners.
- Inform invigilators of the examinations being sat at a particular session, the length of the examination, who the candidates are and any special arrangements made for particular candidates.
- Report to SLT any problems with processes and to suggest improvements.

You can find out more at:

www.creativeeducationtrust.org.uk

SUPPORT FOR THE SCHOOL AND OTHER RESPONSIBILITIES

(this list is not exhaustive and should reflect the ethos of the school)

- Work co-operatively with other support and teaching staff.

- Comply with Creative Education Trust policies.

- Carry out any such duties as may be reasonably required by the Creative Education Trust

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.

- 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, support and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the School.

- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.

- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.

- Assist with student needs as appropriate during the school day.

- Assist with the supervision of students out of lesson times, including before and after school and lunchtimes.

- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ 3 business administration, ICT or equivalent qualification or experience Evidence of formal ICT training and development 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of data manipulation, analysis and reporting. Proven ICT experience including Microsoft Excel 	<ul style="list-style-type: none"> Experience if SISRA Experience of Arbor
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Proficient in the use of Microsoft Office products, particularly Excel Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Understand school roles and responsibilities and your own position within these 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Strong ICT skills Ability to relate well to children and adults Good organising, planning and prioritising skills Ability to work constructively as part of a team Has a friendly, yet professional and respectful approach Open honest and an active listener Committed to the needs of pupils, parents and other stakeholders Methodical with a good attention to detail Is committed to the provision and improvement of quality service provision Has the ability to learn from experiences and challenges 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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