



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'
GRAMMAR SCHOOL**

Co-educational up to 11, Girls only 11-16



DATA ASSISTANT

£22,526 (Actual) FTE £27,241

37 hours per week – Term time only plus 5 days.

As soon as possible

APPLICATION PACK

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1. Introduction from the Principal



Thank you for the interest you have shown in the post of Data Assistant at Bradford Girls' Grammar School. This is an excellent opportunity to join our dynamic team.

Bradford Girls' Grammar School is a heavily oversubscribed through-school of around a thousand students, located in the outskirts of Bradford city centre. Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013 and now takes both girls and boys into its primary school, Lady Royd Primary. The Senior School has remained a girls' school.

I was appointed in September 2020 and I am delighted to have joined a school with such a strong history of success, and yet with so much potential for further improvement. The results have consistently been significantly well above national at Key Stage 4 and all students attain well and make excellent progress. Although this year students did not sit exams formally, our results reflect the long-term picture of the school as results have been just as high in previous years.

There are many other strengths of the school; teaching quality is good across many subjects and our disadvantaged students perform even better than others from more privileged backgrounds. Behaviour in the school is excellent, underpinned by an inclusive ethos and a strong set of values. Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform. Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

It should be noted that in March 2019 the school was inspected by Ofsted and the school is currently in Serious Weaknesses, however. This was due to aspects of safeguarding relating to the management of staff allegations, and due to the rate of students' progress in the sixth form. I am delighted to report that, since then, significant changes have been made to safeguarding processes and monitoring visits in December 2019 and July 2021 judged that leaders were taking appropriate action towards the removal of the Serious Weaknesses designation. Our school is expanding to better meet the needs of the locality. We now have an intake of five forms (140 students) into Year 7. These students are drawn from Lady Royd Primary, siblings, and by way of a fair banding process from across Bradford. We no longer have selective entry; our student intake is truly comprehensive.

We are aiming to be a beacon of success and every indicator we have indicates that we will achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy. Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and staff morale is excellent. Staff enjoy working here and we pride ourselves in the care and support that we give one another. As a result, there is a real team spirit in the school and people enjoy being part of our school community.

The quality of education is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none. We are privileged to be a through-school, and so a key focus for 2021 is to implement a coherent, meaningful and enriching 4-16 pathway.

The Senior Leadership Team consists of the following positions:

- Principal
- Head Lady Royd
- Vice Principal Quality of Education
- Senior Leader Behaviour
- Senior Leader Personal Development
- Senior Leader Maths & CPD
- Senior Leader Science
- Senior Leader Safeguarding
- Senior Leader English & Literacy

Keeley Poole is the Headteacher of Lady Royd Primary and there are also the following SLT positions:

- Assistant Head
- Assistant Head Behaviour, SEND and Personal Development
- Early Years Leader
- English Leader – KS2 Leader
- Maths Leader – KS2 Leader
- Phonics Leader – KS1 Leader

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis. We joined the Red Kite Teaching Alliance and Bradford Primary Improvement Partnership (BPIP) which will provide outstanding opportunities and CPD for all our staff.

This clearly is an exciting time to join our school as we build on our strong foundations to become a modern forward-thinking centre of excellence. If you would like to join our team, then please complete the application form. Any further details can be obtained from the school directly. I look forward to hearing from you.

Clare Martin
Principal
Bradford Girls' Grammar School

Why work at Bradford Girls' Grammar School?

- Join a vibrant school community of dedicated, hard-working, and well-behaved students who achieve results
- Be a part of our warm and welcoming team of staff who are committed to ensuring students have an enjoyable and successful experience
- Be part of a supportive organisation which prides itself on high standards for staff and students
- Play a key part in leading a highly successful, and over-subscribed school, to be a national beacon of success

2. Information on the Post

The Data Assistant will be responsible for the creation of detailed data analysis and the maintenance of the school's management system. The Data Assistant will have knowledge and understanding of the data requirements of schools. Ability to interpret or analyse data and information or situations in order to make a decision or recommendation. Knowledge of a variety of ICT applications including Excel. Experience of data input and manipulation. Knowledge of SIMS (School Information Management System) or other Management Information Systems. Experience of development, management and operation of computerised administration systems. Experience of working at a senior level and working as a member of a team.

Our school motto is *Aspire, Succeed, Lead*. We are a hugely successful school, with a strong set of GCSE results. But our mission is to achieve much more than that, so that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future.

The school's culture is firmly rooted in values, and these shapes the way that we do things on a day-to-day basis. We recognise our **accountability** to our children and the impact we make on their futures; we are **self-confident** in what we do; and we are prepared to **persevere** in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on **integrity, mutual respect, and empathy**.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically in Word or PDF format to **Kiran Suri on ksuri@bggs.com**. Please be aware that we do not accept Curriculum Vitaes.
- In support of your application, you may include a covering letter. This should be in addition to the completed application form.

Closing date for applications: Friday 22nd April 2022

Shortlisting of applications: Monday 25th April 2022

Interview date: Week Commencing 25th April 2022

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

3. Job Description

Post Title:	Data Assistant
Post Purpose:	Responsible for the creation of detailed data analysis and the maintenance of the schools' management system.
Reporting to:	Vice Principal Curriculum
Working time:	Monday – Friday 8:00am – 4:00pm Term Time Only Plus 5 Days 37 Hours Per Week.
Salary/Grade:	£22,526
Main (Core) Duties:	
Responsibilities	<p>The role:</p> <ul style="list-style-type: none"> • The post-holder may undertake any other duties that are commensurate with the post • Ability to present oneself as a role model to pupils in speech, dress, behaviour, and attitude • Role requires working with a team <p>Organisation:</p> <ul style="list-style-type: none"> • Take a role in the monitoring of support systems/procedures/policies within school data systems • Liaise between managers/teaching staff and support staff • To comply with the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the school's systems <p>Responsibilities - general:</p> <ul style="list-style-type: none"> • Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person • Be aware of and support difference and ensure equal opportunities for all · Provide support to the Senior Leadership Team and Governing Body as requested • Contribute to the overall ethos/work/aims of the school Share expertise and skills with others • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Recognise own strengths and areas of expertise and use these to advise and support others <p>Responsible for SIMS:</p> <ul style="list-style-type: none"> • Assist in the development, maintenance, and management of record/information systems

- Input of data using SIMS packages to assist with the fully integrated student database
- In conjunction with the network manager be responsible:
 - o for ensuring that SIMS backups are run
 - o for the upgrading of the system and issue notification to staff of changes in the modules from each upgrade
- Liaise with SIMS support – to report and solve SIMS software problems
- Liaise with Bradford Education Authority to ensure data held is accurate and up to date – utilise Bradford Schools Online
- Carry out routine and end of year procedures in SIMS
- Oversee the accuracy of data input in SIMS
- Awareness of external SIMS training and matching this to internal need
- Set up of new systems to meet the needs of the Senior Leadership Team, Heads of Year and Curriculum Leaders – as required
- Support and liaise with the examinations and attendance officers

Responsible for School Data:

- Complete Statutory Returns – School Census - 3 times per year, School Workforce Census – once a year
- Responsible for the completion and submission of complex forms, returns etc. to SLT, Governing Body and to outside agencies e.g. Bradford Education Authority and Department for Education
- Prepare/collate data and information for the school prospectus, website and other publications as required
- Liaise with relevant staff to co-ordinate the receipt of all aspects of data relating to the Reception, Year 7, Sixth Form intake and in year admissions
- Maintain accurate and up to Key Stage data (EYF, KS1 and 2) and reading age data
- Maintain CEM data: Midyis and Yellis within SIMS and liaise with the examinations officer with regard the carrying out of CEM assessments
- In conjunction with the Vice Principal produce and update student targets in line with school policy
- Keep accurate records of all groups in SIMS e.g. PP, LAC and EAL data
- Keep accurate records of free school meals within SIMS
- Co-ordinate with the SENCOs to ensure all SEN and IEP information is accurate and up to date
- Provide recommendations on school data collection, methods of analysis and methods of collection
- Set up and manage SIMS Assessment Manager including: the creation and maintenance of grade sets, mark sheets

	<p>and report templates for the collection and distribution of data</p> <ul style="list-style-type: none"> • Ensure the accuracy of data input using SIMS Assessment Manager · Update and maintain SISRA for data analysis and monitoring – to anticipate future data needs and ensure that data and analysis is in line with changes to assessment • Use SIMS Report designer to provide detailed analysis and evaluation of data/and produce detailed reports/information as required e.g. attendance, behaviour and examination data • Liaise with Examination Officer regarding external/internal data produced from the examination process <p>Responsible for Academic Reporting:</p> <ul style="list-style-type: none"> • Set up, produce and maintain the school’s academic reporting system to inform parents of individual student achievement and progress • Publish academic reports as per the schools assessment calendar · Work with the Administration Team to arrange support with the production of the school’s academic reports • Contribute to whole school discussions about the reporting cycle and its ongoing development <p><u>In absence of Data Cover Administrator</u></p> <ul style="list-style-type: none"> • To co-ordinate and arrange provision of daily cover for absent teachers under the guidance of the Vice Principal. • To liaise with Supply Agencies to obtain appropriate cover for absent teachers and negotiate daily fees with providers of external supply teachers. • To update the school MIS (currently SIMS) with staff absence records • To undertake day to day rooming changes and bookings, and forward plan room requirements for all exams/assessments
<p>Relationships</p>	<ul style="list-style-type: none"> • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the school. • To build a strong culture of positive and respected relationships, underpinned by restorative approaches. • To contribute to the overall ethos, aims and objectives of the school including the school's commitment to safeguarding and promoting the welfare of children and young people
<p>Enhancing own knowledge, skills and understanding</p>	<ul style="list-style-type: none"> • To attend training courses relevant to the post, ensuring continuing personal and professional development • Undertake research and carry out information gathering to inform decisions

Additional Duties	<ul style="list-style-type: none"> Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description
Physical Conditions	<p>The post is based at Bradford Girls' Grammar School.</p> <p>The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request</p> <p>This post is subject to an enhanced Disclose and Barring Service check.</p> <p>The school operates a non-smoking policy.</p>
Wider Responsibilities	<ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality, and data protection, reporting all concerns to an appropriate senior person. To share responsibility for student welfare Comply and assist with the development of policies and procedures relating to area of responsibility as required. Develop effective professional relationships with others Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.
Training	The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

Statement:

Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Dated: 01/04/2022

(Principal)

Note:

This job profile will be subject to review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

4. Person Specification

ATTRIBUTES & QUALITIES	DESIRABLE	USEFUL
Qualifications		
Degree or equivalent qualification showing an element of statistical analysis NB: a degree title including Maths, Statistics, Economics or Computing would be accepted as fulfilling this requirement. For other degrees/qualifications we will require on application that candidates show clearly details of relevant projects or courses with forms of analysis used	✓	
Experience:		
Experience of working with performance information, statistical analysis, management information or data collection	✓	
Experience of writing professional reports		✓
Experience of data programming	✓	
Experience of working within an educational setting		✓
Experience of working with Power BI	✓	
Knowledge of Management Information Systems	✓	
Collection, collation, interpretation and dissemination of a wide range of data	✓	
Ability to interpret and work within Government, LA and other statutory guidelines	✓	
Ability to work and cope under pressure with a range of day-to day matters	✓	
Abilities and Skills:		
Able to prioritise and work to meet deadlines	✓	
Able to work as part of a team or on own initiative	✓	
Able to communicate clearly through a variety of media to audiences with differing levels of understanding	✓	
Ability to complete work accurately, clearly and concisely	✓	
Interpret and act upon guidance and policies, both national and local	✓	
Knowledge of collection, cleaning, analysis and dissemination of statistical information	✓	
Knowledge of statistics and the ability to explain concepts to users at all levels of experience	✓	
Attitudes:		
Committed to continuing personal professional development	✓	
Expectation that all tasks are carried out professionally and competently	✓	
Professional Knowledge and Understanding:		
Experience of managing data in a large institute		✓
In depth knowledge of ICT system use and application	✓	

4. Enhanced Disclosure

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

School Location and Travel Information

Bradford Girls' Grammar School
Squire Lane
BRADFORD
BD9 6RB

Tel: 01274 545395
www.bggs.com



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