

Job description: Head of Data and Impact

Location	Flexible with travel to the Head Office in Reading and schools
Contract term	Permanent
Full time/term time	Full time
Pay range	£37,890 - £40,876 (SPC 34 -37)
Reporting to	Chief Operating Officer

Job purpose

Oversee the development and implementation of Anthem's data strategy for its schools, ensuring internal and external stakeholders have access to reliable and timely data on all aspects of school performance.

Undertake the production, interpretation and analysis of data in line with the Trust's requirements, reporting on a range of performance data and information relating to all areas of work.

Main duties and responsibilities

- Provide trust wide expertise in all aspects of commonly used Management Information Systems and other core data handling systems.
- Lead a community of practice, providing advice, guidance and support to staff collating data around the Trust ensuring standardised practices are implemented and maintained.
- Provide support and training for users to ensure consistent use and application of the Trust's data collection and analysis processes.
- Provide the Education Directors and senior leaders with appropriate data to enable comparison of the educational performance of Anthem schools with appropriate statistical neighbours to support and inform the development of school improvement planning.
- Mine data sources to produce statistical analyses of pupil examination and local authority data for use by Anthem to inform delivery, development and improvement plans.
- Analyse data sources and interpret operational data to provide information that equips Anthem's Education Executive Team and Trustees to establish progress and appropriate performance targets and identifies possible areas of opportunity for improvement in school performance and Trust operations.
- Design and produce reports to evaluate and provide evidence of the impact of key educational initiatives and intervention implemented at a school, cluster or Trust wide level.
- Prepare data for presentations and reports to managers, Trustees and other stakeholder groups to enable them to determine the best course of action for improvement and development.
- Support the Anthem Education Executive Team with activities such as:
 - due diligence of new schools being considered to join the Trust.
 - the Annual Assessment processes.



- identification of schools within the Trust to work with each other in areas where one school has identified strengths and another correlating weakness.

The role involves regular communication with the Chief Executive, Education Directors and senior leaders around the organisation. This job description needs to be considered in the context of a developing and evolving situation and therefore the responsibilities described may need to be adapted to meet changing needs.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Head of Data and Impact

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Knowledge of the education system, the different factors that influence achievement and understanding of the use of data in an educational context.	✓	
Educated to degree level or beyond with knowledge and experience of statistical methodologies and techniques at degree level or above.	✓	
Good understanding of the connections between data analysis and school improvement.		✓
Member or Associate of professional body		✓

Experience/employment record <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
Experience of analysing educational data in order to provide senior leaders and school leaders with a clear picture of educational performance and priorities for educational improvement.	✓	
Demonstrable experience in measuring strategic performance, developing key performance indicators and action planning.	✓	
Experience of facilitating the sharing of best practice, information and know-how.		✓

Personal qualities <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Excellent analytical and research skills with concern for detail which is sufficient to maintain a high level of accuracy at all times.	✓	
Ability to communicate with a range of education, professionals and external educational organisations providing advice and information based on data analysis.	✓	
Well-developed organisational skills with ability to work under pressure to meet tight deadlines.	✓	

Proficient in the use of analytical packages & knowledge of MI systems to meet business need.	✓	
Presentation and written communication skills must be highly developed to prepare reports and papers for consideration by Education Executive Team and other senior external stakeholders.	✓	
Concern for detail must be sufficient to maintain a high level of accuracy at all times.	✓	
Ability to think strategically whilst demonstrating a practical and can-do attitude is essential.	✓	