



## Head of Insights

### Job Description And Person Specification

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| <b>POST TITLE:</b>       | Head of Insights                                                   |
| <b>RESPONSIBLE TO:</b>   | Chief Operations Officer                                           |
| <b>DIRECT REPORTS:</b>   | Cluster Data Officers                                              |
| <b>KEY RELATIONSHIPS</b> | C-Suite, Executive Directors, Headteachers, external data partners |
| <b>GRADE/SALARY</b>      | Grade 9 SCP 36 - 40 £47,181 - £51,356                              |
| <b>CONTRACT</b>          | Full time, 52 weeks                                                |
| <b>BASE</b>              | Trust Office, with travel to Trust schools                         |

### Background

INOVA Multi-Academy Trust is comprised of 10 schools, a mix of primary and secondary, across Sheffield. Geographically close, each of our schools supports an individual community that has its own opportunities and challenges.

We are a values-led trust, committed to **Innovation**, **Collaboration**, and **Excellence**. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

#### **Innovation:**

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach

#### **Collaboration:**

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity

**Excellence:**

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility

The postholder must, at all times, carry out their duties and responsibilities in accordance with INOVA Multi Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools. Trust staff make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct.

## Job Description

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| <b>Overview of Role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>The Head of Insights is a senior trust-wide leadership role to provide a single data, reporting and insight function, providing a coherent, centrally governed approach that enables high-quality decision-making at classroom, school, cluster, executive and board level.</p> <p>The postholder is accountable for the integrity, quality, accessibility and strategic use of data across the Trust, ensuring that leaders have timely, accurate and meaningful insight to drive educational improvement, operational effectiveness, workforce planning and financial sustainability.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Core Accountabilities</b></p> <p>The postholder is accountable for:</p> <ul style="list-style-type: none"><li>• Trust-wide data strategy, architecture and governance.</li><li>• Accuracy, integrity and assurance of all performance, operational and statutory data.</li><li>• Delivery of high-quality insight, analysis and reporting to senior leaders and trustees.</li><li>• Professional leadership and development of the Trust data function.</li></ul> <p><b>Strategic Responsibilities</b></p> <ul style="list-style-type: none"><li>• Develop and maintain a Trust-wide Data &amp; Insights Strategy aligned to educational and operational priorities, and Trust grow.</li><li>• Define and standardise data definitions, methodologies and reporting frameworks across all schools and functions.</li><li>• Support the Trust Board and Executive Team through high-quality strategic analysis, trend analysis and scenario modelling.</li><li>• Act as senior professional adviser on data, analytics and evidence-informed decision-making.</li></ul> |

## **Operational Responsibilities**

- Oversee the production of dashboards, reports and analytical outputs for:
  - Trust Board and Committees
  - Executive Team
  - Executive Directors and cluster leaders
  - School leaders
- Ensure timely and accurate statutory returns and external data submissions.
- Lead the effective use of business intelligence tools and data platforms.
- Resolve complex data issues and inconsistencies across schools and systems.

## **Governance, Compliance & Assurance**

- Establish robust data governance arrangements, including data ownership, validation and quality assurance.
- Ensure compliance with GDPR, data protection legislation and information security standards.
- Provide assurance on data quality to the Executive Team and Board.
- Support audit and inspection activity requiring data evidence.

## **Leadership, Culture & Capability**

- Lead, manage and develop the Primary and Secondary Data Officers.
- Build a culture of data literacy, curiosity and professional challenge across the Trust.
- Work collaboratively with the PINNACLE and PIONEER teams.

## **Stakeholder Management & Professional Standards**

- Work collaboratively with schools and central teams.
- Provide a professional, service-oriented approach.
- Represent the Trust positively and consistently.

## **Other Clauses**

- This is a Trust-based role and the postholder will be required to travel regularly between Trust sites and schools as required. The postholder must therefore hold a full, clean UK driving licence, have access to a suitable vehicle for business use, and maintain appropriate business use motor insurance. Mileage and authorised travel expenses will be reimbursed in line with the Trust's Expenses Policy and prevailing mileage rates.
- The duties of this post may vary from time to time according to the needs of the school/Trust and are not exhaustive, the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them following consultation with the job holder.

- This job description will be kept under review and may be amended via consultation with the individual and Trust as required. Trade union representation will be welcomed in any such discussions.
- The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
- The postholder is expected to engage positively in a coaching culture to support personal development, performance improvement and continuous learning.
- The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
- You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

*This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.*

### **Safeguarding**

We are dedicated to maintaining the highest standards of safeguarding and promoting the welfare of all our pupils. We expect every member of staff and all volunteers to share this commitment. All staff must read and understand Part 1 (or Annex A) of Keeping Children Safe in Education guidance. All staff must follow the school's safeguarding policy and report concerns immediately to the Designated Safeguarding Lead (DSL).

### **Equality, Diversity, Equity and Inclusion**

We strive to create an inclusive environment where every employee feels valued and powered to bring their passion, creativity, and individuality to work. We celebrate all cultures, backgrounds, and experiences, firmly believing that diversity fuels innovation and excellence.

## Person Specification

| CRITERIA                                  | REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | E/D                                                            |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <b>Qualifications and Experience</b>      | <ul style="list-style-type: none"> <li>• Significant senior experience in data, analytics or insight roles.</li> <li>• Strong understanding of education data and accountability frameworks.</li> <li>• Experience presenting complex data to senior leaders and boards.</li> <li>• Proven leadership of specialist teams.</li> <li>• Experience within a large MAT or comparable organisation.</li> <li>• Advanced BI or data analytics qualifications.</li> </ul>                                                                                                                                                                                                          | <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>          |
| <b>Knowledge and Skills</b>               | <ul style="list-style-type: none"> <li>• Strong leadership and stakeholder management skills.</li> <li>• Exceptional written communication skills.</li> <li>• Excellent attention to detail and professional judgement.</li> <li>• Strong organisational, coordination and delivery skills.</li> <li>• Ability to manage multiple activities simultaneously.</li> </ul>                                                                                                                                                                                                                                                                                                      | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>                   |
| <b>Personal Attributes and Behaviours</b> | <ul style="list-style-type: none"> <li>• Aspire to reflect the INOVA values and ethos in professional conduct and communication within the Trust.</li> <li>• Have a flexible work approach.</li> <li>• Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Have a commitment to Continuing Professional Development.</li> <li>• Act in accordance with the Trust's Code of Conduct (and for teachers - Teachers' Standards).</li> <li>• Forge positive professional relationships.</li> <li>• (For teachers - Ability to work with parents in the best interests of their pupils.)</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |

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| <b>Other Requirements</b>                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</li><li>• Show a commitment and proactive approach to drive forward equality, diversity, equity, and inclusion and to own personal development.</li></ul> |