

Queen Elizabeth Grammar School

Ullswater Road, Penrith, CA11 7EG

Tel: 01768 864621 Website: www.qegs.cumbria.sch.uk



Applicant Information Pack

Data and MIS Manager

Full Time / TTO plus 2 weeks / Permanent

Band 5 Points 12-18 £24,496 - £27,344 Pro Rata (£21,800
- £24,334)





Welcome to Queen Elizabeth Grammar School, Penrith

Founded in 1564 by Royal Charter, our school has been helping young people to secure outstanding academic results and providing a well-rounded experience for over 450 years. The school encourages students to take responsibility for their learning from the moment they join, ensuring they are well prepared for the challenges they face on their journey at QEGS. We are a growing school with 1040 students currently on roll, but remain sufficiently small to recognise individual talents and ensure everyone is challenged and supported to reach their goals.

As a selective Grammar school, we have a long standing tradition of supporting students to be highly successful in their academic studies and rightly hold a place as a Beacon of Excellence across Cumbria. Our uniqueness comes in the equal emphasis we place on sports and the arts, ensuring all students have the opportunity to be true to themselves and develop their talents whatever they may be. We see it as vital that our students have a wide range of experiences and that they are prepared for their next step when they leave QEGS. This is why we have such a strong focus on enabling students to become independent, autonomous learners able to take what they are taught in the classroom beyond the curriculum, through their own wider research; creating links and developing their own understanding. Being part of the QEGS family means students are prepared for the world beyond school whether that be University, Higher Level Apprenticeship or employment – they leave us with the skills to be successful, able to stand out from their peers and enabled to make a difference to the world around them.

This culture of success is embedded across all aspects of the school and our values mean we put as much emphasis on developing our staff to ensure they have the skills to support our students for this ever changing world. As part of our team you will be supported in your own CPD goals to ensure you are prepared for your next stage in your career, whether this be through internal CPD, school visits or external training such as NPQs. As a school, we never stand still and are always looking for that magic ingredient that will enable our school community to excel in everything they apply themselves to.

At our heart, our vision to enable students to Aim High, Think Beyond and Strive Together to prepare them for their next step, whatever this may be. We know that this is a collaborative process and one which is centred around having the most dynamic and highly qualified staff to be able to unleash this potential in our community and I look forward to welcoming you to our school.

David Marchant

Headteacher

Queen Elizabeth Grammar School is committed to the safeguarding of all students and as part of the recruitment process we conduct enhanced checks into applicant's background.

About Us

Aiming High, Thinking Beyond, Striving Together

Aiming High

Students are encouraged to be independent, inquisitive learners and to explore ideas beyond and across their subject areas. A highly relevant, varied and challenging academic curriculum has been designed to meet the needs of our academically able student population. We passionately believe that the world our students will enter when they leave school will require them to be flexible and use their skills and expertise from a range of disciplines in order to be successful in their chosen career path.

Thinking Beyond

We encourage students to be open-minded and engage critically with the world around them; educating them about both the opportunities and dangers that lie ahead of them. Students are offered a vast array of opportunities outside of the classroom; both curriculum linked and super- curricular. The opportunity to experience new places and cultures is an essential part of life at QEGS.

Striving Together

Since QEGS was founded in 1564, the school has always sought to be active in the community it so proudly serves. QEGS is also a community in itself, founded on mutual respect and personal responsibility. The student population work collaboratively alongside staff, to support each other and ensure each individual is able to be as successful as possible. Success is widely celebrated at QEGS whether it be academic, sporting, creative, cultural, personal or collective.

Curriculum

A highly relevant, varied and challenging academic curriculum is the foundation for learning at Queen Elizabeth Grammar School, Penrith. As such, whilst there is a strong emphasis from Year 7 in the core subjects, students are offered a range of subjects from all areas, with opportunities to study an ever-widening range of additional courses at GCSE and A-Level.

More broadly, through our tutoring programme, we encourage students to be open-minded and engage with the world around them; educating them about both the opportunities and dangers that lie ahead of them.

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Curriculum Organisation Overview

We are committed to providing a curriculum that responds to the needs of every student whilst ensuring access to a broad and balanced educational experience. For the majority of our students, this means learning with us from the ages 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning during any key stage as being to prepare students for the next one.



Key Stage 3 (Year 7-9)

In KS3 our students have a broad and balanced curriculum which develops a wide range of skills and knowledge. Students will cover the full range of core and foundation subjects outlined in the National Curriculum, including two languages (French and German). Science is taught in an integrated way across Year 7 and Year 8 before becoming three separate disciplines in Year 9.

Key Stage 4 (Year 10-11)

At Key Stage 4, students are able to choose from a wide range of GCSE option subjects. All students study Maths, English Language, English Literature, RE, PE, Biology, Chemistry and Physics. They then choose their option choices with advice and guidance on an individual level. The majority of students take 11 GCSEs. All students also have lessons in personal development as part of their KS4 programme. This covers careers education, emergency aid, enterprise, health education, sex and relationship education, drugs education and study skills. Students in Year 10 have the opportunity of a week of work experience in the summer term.



Key Stage 5 (Year 12-13)

We offer a wide range of A-Level courses. All students in the 6th form attend on a full time basis and most study three A levels with the option of the EPQ and a wide electives programme.

At both KS4 and KS5, QEGS performs above the national average in terms of performance measures.

A wide range of enrichment opportunities and trips are available to students across all key stages and all Year 12 students do a work experience placement.

Admin Team

The admin team have a wide ranging and high level skill set and contribute extensively to the smooth running of the school.

The team are flexible and adaptable and always supportive of all staff across the school. Each member of the team has a clearly defined core role but also works collaboratively to ensure that all the needs of the school are met, with colleagues often 'stepping out' of their main roles to support with events across the school.

The admin team are at the centre of the school and their work is critical to the school's smooth running. The successful candidate will need to be highly proficient and competent in their personal role and willing to work as part of a wider team to support others, in return they can expect support from the team when they it.

A Career at QEGS

In the competitive world of educational recruitment, it is important for teaching staff and support staff alike to consider whether there is a natural fit between their personal values and those of the organisation they are anticipating joining, whatever stage of their career they join us.

A significant reward of working at QEGS is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic, and our supportive culture provides what many people describe as a 'family feel' within our school.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working at QEGS some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Zambia, Germany, winter sports etc.
- A policy of promoting from within (where possible).

Application Process

The closing date for applications is **9.00 am 7th July 2023**, with interviews expected to take place on **12th July 2023**.

Please complete the application form which is available on the school website <https://qegs.website/>

Please submit your application via email to Becky Kennedy at secretary@qegs.cumbria.sch.uk.

Applicants are invited to contact the school to discuss the role informally with Rob Dawson, Deputy Headteacher, or to arrange a visit to our school prior to application. Please contact Becky Kennedy on 01768 864621 to arrange this.

Please note we will assess applications as they arrive and reserve the right to close the application process early.

Shortlisting and Interview Process

Shortlisting will be based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place successful candidates will then be invited to interview and references will be contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a passport or driving license)
- DBS Acceptable ID
- All relevant qualification certificates

Queen Elizabeth Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Job Description

Job Title	Data and MIS manager
Salary	Band 5 Points 12-18 £24,496 - £27,344 Pro Rata (£21,800 - £24,334)
Hours of work	Full Time / TTO plus 2 weeks / Permanent

Main purpose

To work with the senior leadership team to raise educational standards by leading and administrating the school's management information systems.

To lead and manage the accurate collection, collation, analysis and distribution of student data.

Research and investigate data systems and reporting tools, which will improve the productivity, efficiency and the overall effectiveness of the school.

To ensure systems for tracking student progress throughout the year to support teaching staff to ensure students reach their full potential

To create and manage systems which enable teachers to teach and students to learn

Lead and proactively promote, collaborate and drive the positive and effective use of data across the school.

Work closely with senior and middle leaders to determine information requirements and provide relevant solutions.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such appropriate other duties as may be required by the line manager within the grading level of the post and the competence of the post holder.

Principal Accountabilities

- To manage and develop systems and procedures relating to SIMS including student record database ensuring accuracy of data and more efficient use of teaching and admin staff time. Liaise with external agencies to ensure best value is received for the School in relation to SIMS and Data support.
- To ensure SIMS compliance with GDPR.
- To liaise with the Local Authority, Primary and Secondary Schools to exchange student data and use of the common transfer system to provide consistency of data from school to school.
- To ensure timely and accurate completion and submission of the school census returns in line with DFE requirements. Ensuring the integrity of Course Manager Information for Post 16 Learning Aims to support the autumn census.
- To develop and produce SIMS analysis reports in relation to various aspects of student data including: Attendance, Behaviour, Achievement, Exclusion and Detention presenting information to all stakeholders as required by the Senior Leadership Team.
- Manage SIMS Assessment Manager including: the creation of and maintenance of grade sets, result sets, aspects, templates, mark sheets and individual student reports to help raise the standards of pupil achievements.
- To co-ordinate the Schools Update production, systems and procedures. Ensuring accuracy of data to help raise the standards of pupil achievements
- To manage SISRA analytics, ALPS Connect and all other analysis tools as determined by the Senior Leadership Team ensuring accuracy of data throughout in order to help raise standards of pupil achievement across the school. Also managing system permissions, passwords and ensuring all staff have the correct access to these systems
- Proactively promote the use of data within the school, acting as lead practitioner in aspects relating to SIMS and student data. Support all staff in the use of SIMS, prepare and publish SIMS help guides and provide SIMS training including as part of the school INSET sessions.

- To be the schools data protection assistant: under the direction of the data protection officer ensure data protection legislation is followed and that potential breaches are investigated thoroughly and reported to the DPO and responsible bodies, as appropriate.

Key responsibilities

- To develop and maintain work activities relating to SIMS based routines, promoting and maintaining high quality of service delivery.
- To support all aspects of administration as required by the Office manager. Provide training and support school staff in the use of data systems to improve productivity to allow the School to run efficiently.
- Co-ordinate, manage the inputting, and maintenance of student data, retrieving and presenting information as required using the School's computer systems in format specified by the Senior Leadership Team and external agencies.
- To contribute to the maintenance of healthy, safe & productive work environment and conditions.

General

All staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the school vision and school development plan
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members and Trustees.
- Actively engage in the school's performance management process and take responsibility for their own professional development.
- Adhere to school policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the School network.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual school Development Plan.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

Area	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> NVQ Level 4 or equivalent qualification or experience in business/office environment. Excellent numeracy/literacy skills. 	<ul style="list-style-type: none"> ICT qualifications. Attendance at SIMS training courses.
Experience	<ul style="list-style-type: none"> 2+ years' experience working in office environment at a senior level. Experience of working accurately and to demanding deadlines. 	<ul style="list-style-type: none"> Experience working in a school-based/education environment. Experience of successfully prioritising workloads of self and others.
Knowledge and skills	<p>High level of ICT literacy with effective use of specialist ICT packages, including:-</p> <ul style="list-style-type: none"> Microsoft Office packages Accessing and downloading data manipulating and analysing data Completing electronic entries <p>Full working knowledge of relevant policies/codes of practice/legislation including:-</p> <ul style="list-style-type: none"> Data Protection Exam procedures, including JCQ guidelines 	<p>Knowledge and operation of SIMS package, including:-</p> <ul style="list-style-type: none"> Cover Timetable Attendance Data Analysis Exams Report Writing
Personal Attributes	<ul style="list-style-type: none"> Organise, lead and motivate other staff. Plan and develop systems. Work in an organised and methodical way and have sound organisational and coordination skills. Good, written and verbal communication skills. Able to maintain confidentiality. Relate well to school staff, candidates of all abilities, parents and carers. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Self-evaluate learning needs and actively seek learning opportunities. 	<ul style="list-style-type: none"> Good supervisory skills.