

Capital City Academy - Job Description: Support Staff – Term Time Only

Title of Post

Teaching and Learning Data Assistant

Salary

Scale 1d

Hours per week

37 Hours per week

Weeks per year

41 + holiday entitlement

Reporting to

Data Manager

Job Purpose

The main purpose of this post is to provide support to the Teaching and Learning team in the execution of their duties regarding quality assurance, development of teaching and learning, professional development of all staff, communication between middle leaders in curriculum departments and execution of examinations and assessments; and to assist the Data and Examinations teams in the academy. This will include liaison with and support for invigilators, academy staff, students and parents.

Generic Duties

- To be an active member of the Capital Support Staff Team and to support the Principal in embedding a strong Culture for Learning across the Academy.
- To attend relevant meetings and provide administrative support as required.
- To be an effective line manager/ line managee.
- To maintain high expectations and standards at all times contributing to the positive ethos of the Academy.
- To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
- To take personal responsibility for professional development and to participate in the Academy's arrangements for Appraisal using BlueSky. This includes attending 5 training sessions per INSET day which may be completed outside of work hours to allow the INSET days to be taken in lieu.
- To take responsibility for the safeguarding of young people. Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff must attend at least annual safeguarding training and read Keeping Children Safe in Education at least annually and whenever it is updated. All staff must report any safeguarding concerns to the Designated Safeguarding Team immediately.
- To be willing to obtain a nationally recognised First Aid certificate and / or undertake fire marshal training to assist in the safety and welfare of the students.
- To undertake such further activities as may reasonably be directed by the line-manager or Principal.

Specific Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

To manage:

1. Organisation of Learning Walks, including schedule, preparing folders with correct forms, collating data and producing reports.
2. Updating departmental and pastoral SEF with assessment, conduct and monitoring data
3. Arranging meetings for Departmental SEF
4. Taking of minutes and preparation of agendas for meetings of Curriculum Area Leaders (CALs) and ensuring these are shared in a timely manner
5. Coordinating communication for middle leaders
6. Ensure all resources are available for teaching staff as per the teaching and learning handbook

To assist:

7. The Assistant Principal in charge of Continued Professional Development in the organisation of staff training, including registering staff, set up of venues, printing of resources and sharing of resources from training sessions; with keeping the data- base of CPD attended by staff up-to-date; in maintaining records of feedback from staff
8. The Vice Principal- Curriculum in co-ordinating the timetable and GCSE selection process and on-going amendments to the timetable
9. In the arrangements of cover when the Cover Manager is not available
10. In invigilation or scribing as needed

To provide support to:

1. The teaching and learning team with all administrative tasks as required
2. Staff and students with timetable requests and queries
3. The Data Manager as required
4. The Examinations officer in the organisation of internal and public examinations

Person Specification

Competency	Essential	Desirable
Qualifications	Qualifications in English Language and Maths to at least GCSE/ level 2 or equivalent.	A Qualification in ICT at level 2 or above, or a qualification in a discipline dependent on ICT.
Experience		<ul style="list-style-type: none">●Working in an environment requiring data analysis and manipulation.●Working with various external bodies and contracted employees.
Knowledge and Understanding	Collating and presenting data to colleagues at various levels of the organisation	An understanding of accountability measures for secondary schools and post 16 education
Skills	The Data and Examinations Assistant will be able to: <ul style="list-style-type: none">●Work with stakeholders at various levels to provide support●Co-ordinate a number of employees.●Learn new procedures quickly and be able to apply them efficiently and accurately.	<ul style="list-style-type: none">●Confidence using Microsoft packages such as excel, word and outlook.

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