



The Collegiate Trust  
Exceptional Education for All

**Data Analyst**

## Information for Applicants

<b>Required</b>	As soon as possible
<b>Salary</b>	S37 – S40 £35,025 - £38,039
<b>Closing Date</b>	23 November 2018

9<sup>th</sup> November

Dear Applicant

Thank you for your interest in this post of Data Analyst within *The Collegiate Trust*. We are a new and growing multi-academy trust and this role will be crucial in helping us to develop an outstanding workforce to deliver exceptional education for all of the children and young people in our schools.

The Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. An appointment will be dependent upon further health, medical and attendance checks.

Should you wish to have an informal discussion about this post prior to applying, please contact the [admin@tct-academies.org](mailto:admin@tct-academies.org). I hope that having read this information you are motivated to put yourself forward. I look forward to receiving your application via our website at [www.tct-academies.org](http://www.tct-academies.org).

Yours sincerely

**Gordon Smith**  
Chief Executive

## Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB).

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1<sup>st</sup> March 2018; this will bring us to almost 3000 pupils and over 300 staff. We also have approval to develop a primary free school in Croydon / Sutton, and we shall also welcome *The Quest Academy*, *Gilbert Scott Primary* and *Courtwood Primary* into the Trust over the coming months.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

## Schedule for Appointment

<b>Advert Date</b>	November 2018
<b>Enquiries</b>	<a href="mailto:admin@tct-academies.org">admin@tct-academies.org</a>
<b>Closing Date</b>	23 November 2018 – 9.00 am

# Job Description

## Purpose of the Post

- To manage data required by the Trust for external and internal use.
- To prepare reports and presentations for a wide variety of audiences within the Trust.

## Principal responsibilities

### General

1. Plan and help manage the Trust data network, informed by deadline dates, and take responsibility for ensuring data assignments are on time.
2. Contribute to staff training in the use of data to raise student achievement.

### Input

1. Provide efficient administration and management of the wide range of data as supplied to, and used by the Trust.
2. Manage the accurate capture and timely retrieval of student data to include intake and transfer data and class lists in SIMS
3. Keep student records up-to-date; including student transfers, Unique Student Numbers, medical and family data.
4. Be responsible for up-dating staff and student timetables, highlighting changes to appropriate Managers.
5. Prepare electronic systems for staff to record student assessment data.
6. Have oversight of assessment and reporting data, monitor staff input and report any problems with deadlines to the appropriate member of the SLT in each school.
7. Develop a system to record all internal and external examination results and compare current attainment outcomes to target grades.

### Process

1. Contribute functional expertise and project management experience to shape the use of data within the Trust.
2. Analyse data, e.g. examination results, LA and DfE data, and provide Senior Managers, Team Leaders and others with evaluations on an Academy & Trust basis against national benchmarks.

### Output

1. Set up a student tracking system enabling the Trust to monitor student performance across Academies.
2. Provide data, as requested by teaching staff and Senior Managers in a format that is easily accessible.
3. Deliver tailored solutions to Team Leaders on request, and develop good working relationships with all staff.
4. Publish and collate student assessment outcomes in preparation for reporting to Parents.
5. Keep the electronic reporting system up-to-date and ensure student and teaching information is regularly checked and any changes made.
6. Publish, collate and prepare student reports for distribution to Parents
7. Prepare electronic retrieval systems that enable Teachers to monitor the progress of teaching groups.
8. Develop systems within each Academy to manage the essential collection of data
9. Maintain cumulative records which can be used for monitoring progress in teaching/learning, and assist in the target setting process.

### Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Know how to deal with emergencies in examination conditions, including evacuation routes from the building.

## Person Specification

***The Collegiate Trust*** is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical and attendance checks.

### Qualifications

Educated to degree level in a relevant discipline or significant specifically relevant experience

### Experience / Knowledge

Excellent knowledge of software used in analysing and presenting data, particularly Excel and the ability to learn new programmes.

Knowledge of school data, qualifications & assessment

Familiarity with school management information systems - preferably SIMS.

Proficient in presenting data in the form of graphs, charts, diagrams, tables and reports for a variety of stakeholders

Experience in analysing and presenting data in a readily understandable and informative way

### Skills & Attributes

The ability to analyse data

Demonstrate strong interpersonal skills across all levels of the organisation and with different stakeholders.

The ability to manage your time effectively across a significant portfolio of work.

Demonstrate the ability to be a proactive and innovative problem solver.

Be an effective advocate for well-planned and managed change.

Highly motivated with flexible proactive approach.

Have an analytical approach to problem solving.



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## Data Analyst

S37 – S40 (£35,025 - £38,039)

The Collegiate Trust is looking to appoint a full time Data Analyst within the Trust.

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. An appointment will be dependent upon further health, medical and attendance checks.

Full details and an online application form are available on [The Collegiate Trust Website](#). Please click on the [Vacancies](#) link. Applications should be submitted as soon as possible.

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