



Great Academies
Education Trust

CANDIDATE PACK

DATA MANAGER



A VERY WARM WELCOME TO GREAT ACADEMIES EDUCATION TRUST!

I am delighted that you are interested in this important opportunity with our Trust. We are seeking a Trust Data Manager professional to join our Central Team, to lead our approach to data management and work with the Trustees, Local Governing Committees and Principals in excellent data management as we improve academic outcomes in all our academies.

We know from qualitative evidence and objective reviews this year, that our schools are improving. If you share the drive and ambition we have for our students, then we would like to hear from you.

We are a small multi-academy trust which crosses the local authority boundaries of Tameside and Rochdale, with three 11-16 academies and one primary academy. Our academies are all unique, although all serve communities that face challenges. We have one academy graded as Ofsted good, in Middleton Technology School in Rochdale, a school that has a national reputation for sustained excellence. MTS is a Teaching School and National Support School with a SCITT as part of our offer. Great Academy Ashton was upgraded from Special Measures to a strong requires improvement judgement in July 2019, and Silver Springs Primary Academy enjoys outstanding leadership and is widely regarded as a good school, which we expect to be validated formally in its next Ofsted inspection. Copley Academy was inspected in December 2021 and we were delighted with the removal of Special Measures and a grading of Requires Improvement. We are doing great work and see real educational improvement for our children and want to see that continued through rapid improvement in all of our Academies.

Great Academies Education Trust has a strong Trust Board of committed, interested and knowledgeable trustees. We have benefited hugely from historical sponsor investment so we are financially sound and can provide services to all our academies in-house. As well as governance, ICT, finance, estates and HR, this includes Great Academies Improvement and Support Team (GIST) who are a team of experienced teaching and learning professionals who support the professional development of all colleagues to ensure we can achieve the highest standards of teaching, learning and school leadership.

My job is to help you do your job; to support and develop you, as you help us transform our trust with your expertise and acumen. We are genuine in all we do, so come and join us in a truly GREAT team effort!

Look forward welcoming you to Great Academies Education Trust.

Brendan Loughran
Chief Executive Officer



STAFF BENEFITS



Health protection



Westfield rewards



Chartered College Teaching membership



CPD opportunities



On-site parking



Well-being services

DATA MANAGER

Salary: Band 13, scale column points 32-35, £36,371 to £39,571. Actual salary is £18,859 - £20,518 per annum.

Hours: 22 hours per week, term time only, plus 5 additional days per year.

Specific working days and hours are flexible and will be agreed with the successful candidate.

There is the possibility of additional hours in the future.

RESPONSIBLE TO DIRECTOR OF EDUCATION

Responsible for (in conjunction with Academy Principals): Academy based Data Officers.

Location: Head office, trust schools and other trust locations, with home working as necessary.

Head office address: Cavendish 249, Cavendish Street, Ashton-under-Lyne, OL6 7AT.

Start date: Negotiable.

This is an interesting and evolving role, created in recognition of the importance of efficient and meaningful data collection and analysis, both to provide insight into the performance of each individual academy, and for the trust as whole.

The Data Manager is part of the central trust team supporting the academies in developing common and accurate data capture systems that can be analysed locally and centrally, to track progress, inform interventions and raise standards to improve pupils' educational outcomes.

You will develop robust central systems for organisation, monitoring and analysis of the performance of individual academies in all aspects of KPIs; and our central team in all aspects of educational support.

You will use systems and tooling to simplify data and communicate visualisations and insights to key stakeholders.



DESCRIPTION

KEY TASKS AND RESPONSIBILITIES

1. Develop and implement robust mechanism(s) for collection and analysis of data to enable GAET to properly risk assess and inform interventions for our schools

- Ensure smooth mechanisms for central collation of data from the family of schools and oversee the implementation of this and the development of a central data dashboard.
- Support individual schools to develop robust, accurate and consistent systems for data collection and analysis; including on-site training and producing central guidance materials.
- Work with the Chief Executive Officer, Great Academies Improvement and Support Team (GIST) and multi academy trust Senior Leadership Team (SLT) to track, interpret and disseminate attainment, progress and any other key performance data against agreed targets and trigger actions where necessary.
- Create and oversee the management of a performance data risk register and ensure it is complete with up to date information and fit for purpose.
- Ensure rapid and intelligent reporting to the CEO/SLT/GIST and wider leadership teams on regular and bespoke analyses.
- Stay up to date with current research and best practice that could inform data analysis and evaluation.

2. Develop central systems to monitor and evaluate the performance of schools in all aspects of their work; and track the support and impact of the GIS Team

- Ensure fit for purpose central systems and dashboards for collating and analysing the performance of schools in all aspects of their Key Performance Indicators (KPIs). Dashboard includes the following:
- Early Years Foundation Stage to Key Stage 4 assessment (attainment and progress)

- Pupil attendance
- Pupil behaviour
- Pupil exclusions
- Pupil Premium (analysing how well disadvantaged pupils are achieving in relation to their peers)
- Covid Catch up / Recovery Premium (analysing how additional funding is being spent and provide summaries of this)
- School Census (the numbers of pupils in a school)
- Safeguarding (presenting a range of school level data as well as trust wide data on a range of metrics used for measuring pupils' safety and well being)
- Develop central systems for tracking the support and impact of the work of the GIS Team.
- Work with colleagues in GAET academies to establish quantifiable quality measures for GAET's schools - including progress towards its vision and strategic objectives.
- Development of intelligent analyses and reporting to inform stakeholders, including the trust senior leadership team, Trust Board, Trust Board Outcomes Committee and individual academy Local Governing Committees.
- Work with external partners and agencies to develop central data systems to enable more effective management of the Trust.

3. Any other duties

- Comply with the Trust's policies, financial regulations and scheme of delegation at all times.
- Demonstrate commitment to safeguarding and promoting the welfare of children.
- Carry out any such duties as may be reasonably required.

PERSON SPECIFICATION

ATTRIBUTES	HOW IDENTIFIED		
	Essential (E) or Desirable (D)	Application form	Interview
Qualifications			
<ul style="list-style-type: none"> 5 GCSEs at A*- C including English and Maths 	E	*	
<ul style="list-style-type: none"> Qualified to degree level 	D	*	
<ul style="list-style-type: none"> Higher level degree qualification or equivalent 	D	*	
<ul style="list-style-type: none"> Evidence of continuous professional development 	E	*	*
Experience, knowledge and skills			
<ul style="list-style-type: none"> Extensive experience of identifying and implementing data capture systems in a complex reporting environment. 	E	*	*
<ul style="list-style-type: none"> Experience of bringing together data from a variety of sources in a way that allows it to be compared and integrated. 	E	*	*
<ul style="list-style-type: none"> Experience of working with data in a school or similar setting and competent in being able to identify unreliable data. 	E	*	*
<ul style="list-style-type: none"> Experience of using data to inform interventions and improve performance. 	E	*	*
<ul style="list-style-type: none"> Understanding of current education policy and performance measures and the challenges associated with this. 	E	*	*
<ul style="list-style-type: none"> Experience of working with a wide range of stakeholders to establish new performance measures and agree mechanisms for recording them. 	E	*	*
<ul style="list-style-type: none"> Ability to translate data and insights, then present to key stakeholders. 	E	*	*
<ul style="list-style-type: none"> Experience of working in settings where accountability for performance is held by a range of people at different levels within a group structure. 	E	*	*

PERSON SPECIFICATION

ATTRIBUTES	HOW IDENTIFIED		
	Essential (E) or Desirable (D)	Application form	Interview
Experience, knowledge and skills			
• Experience of working with middle or senior leadership in a school setting.	D	*	*
• Experience of school Management Information Systems, preferably SIMS	E	*	*
• Experience of using education software e.g. Fischer Family Trust, SISRA, 4Matrix, TES Class Charts	E	*	*
• Advanced Microsoft Excel user	E	*	*
• Experience of using Microsoft Power BI	D	*	*
Attributes			
• Able to develop collaborative working for mutual benefit and improvement	E	*	*
• Able to prioritise workload, particularly under pressure, to meet deadlines and use initiative	E	*	*
• Effective partnership working skills, able to draw on and build upon strengths of others to secure outstanding results	E	*	*
• A strong commitment to the GAET values	E	*	*

Great Academies Education Trust is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and induction procedures includes an enhanced DBS disclosure.

HOW TO APPLY

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to references and a satisfactory enhanced disclosure from the Disclosure and Barring Service.

You can apply by completing the Great Academies application form available from the 'Current Vacancies' page of our website, which includes a supporting statement outlining how your experience, skills, and knowledge make you a suitable candidate for the role.

Please do not send CVs.

Applications must be submitted by:

Wednesday 18th May 2022 at midday to hr@gaet.co.uk

Interviews will take place week commencing

Monday 23rd May 2022





**Great Academies
Education Trust**

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in **/great-academies-education-trust**