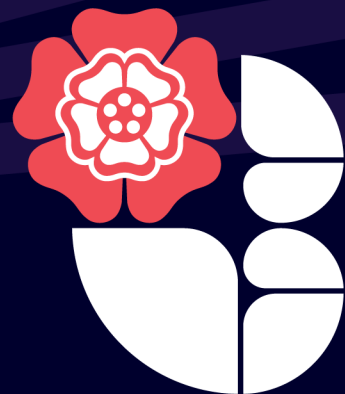


Secondary Recruitment Pack

Wrenn School
Data Manager



**WRENN
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the role of **Data Manager** at Wrenn School.

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school and SCHOOL OF THE YEAR 2020/2021 (Northampton Education Awards). We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident,

independent young adults, balanced by compassion and respect for others.

Wrenn School joined Creative Education Trust in November 2018. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

Every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development in order to enhance your career is a priority for us. We offer a mentoring programme, career stage interviews, flexible benefits, staff rewards and support for family events. We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all.

We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Every child is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. Our ethos of Ambition, Excellence and Care for all is underpinned by our Proud to be Wrenn values. We strive to develop the aspirations and values of every student and member of staff.

You will be able to find a wealth of information about Wrenn School on our website www.wrennschool.org.uk which will help with your decision.

Yours faithfully

Marianne Blake
Principal

You can find out more at:

www.creativeeducationtrust.org.uk

“We are looking for an ambitious, experienced, committed and energetic colleague”.

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT WRENN SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough, Northamptonshire.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Multi-use Floodlit Astro Turf
- Performance hall with sound system and projector;
- Lecture Hall complete with tiered seating;
- Wrenn Double Decker Science Bus
- Dedicated Sixth Form Hub
- Use of visualizers in selected classrooms
- Bespoke music centre
- Specialised creative subject learning building
- Learning Resource Centre for text-based resources



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that they have the opportunities to excel and give our students the education they deserve.

As members of staff in an ambitious school that aims to enrich the experiences of our young people, enable them to make extraordinary progress and be able to access the best opportunities for their future lives, we must be role models for continuous learning and development.

We provide:

- Training and development for all staff across the wide range of roles that we have in school – both in and outside the school.
- Clarity around career structure and expectations that can be met to demonstrate successful progress, according to career stage.
- A supportive Professional Development system that sets realistic objectives and encourages individual growth, team success and the promotion of the Wrenn ethos through a coaching approach.
- Quality Assurance that focusses on formative, developmental feedback, rather than summative judgements.
- Opportunity to reflect on career aims and feedback into further school improvement through career stage interviews.
- The opportunity to work with colleagues on improvement projects through action research, development projects, enhancing subject knowledge, co-observation and utilising external support – colleagues engaged in collaborative development so that improvement is continuous.

We have an open-door policy for senior leadership and encourage feedback from all our staff in significant areas of school improvement.

We also provide an Insights programme that allows staff at any stage in their career to gain an insight into what the next step in their career progression might look like and the training around this.



DATA MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Wrenn School, Wellingborough, Northamptonshire

SALARY

Grade 6 Points 18-22 (£29,269 - £31,364) FTE
(**Actual Salary £27,111 to £29,052**)

37 hours per week, term time plus 4 additional weeks
42 weeks in total

THE ROLE

To work with the Senior Leadership team to:

- Raise attainment and ensure the effectiveness of student learning by contributing to the development of data systems, tracking systems, and data analysis systems.
- Lead and develop the management of Arbor and SISRA to ensure data is secure and available as appropriate.
- Promote and uphold the values and ethos of the school and Creative Education Trust such that the highest achievements are expected from all members of the school community.
- Act as a role model for staff and students.
- Take part in relevant training and development.

REPORTING LINES

The post will report to the Regional Data Analyst.

PRINCIPLE RESPONSIBILITIES

ASSESSMENT

- To provide leadership and expertise on the schools performance in this area through membership of the Senior Leadership Groups for Assessment, Raising Attainment and Intervention
- Accountable for ensuring all teaching staff meet deadlines and to ensure statutory requirements for reporting are met.
- Oversee the set up and the collection of assessment grades, reporting to parents and analysis of results.
- Research and analyse problem solving solutions and/or strategies to increase school improvement.

You can find out more at:

www.creativeeducationtrust.org.uk

- Establish and implement an effective target setting process in line with statutory/Trust requirements.

SCHOOL CENSUS AND DATA RETURN

- To be responsible for school census returns and complete other government and Creative Education Trust data returns.

REPORTS

- To manage the production and distribution of annual, interim and attainment reports on the progress of all students in the school.

ADMISSIONS

- Manage the Transition diary (including Vice Principal's diary) by adding and amending appointments in relation to transitional visits with primary schools.
- Request and collate data required from feeder schools in relation to KS2 and KS3 transition.
- Request and collate data required from feeder schools in relation to new starters.
- Liaise directly with North Northants Council in relation to transitional arrangements.
- Liaise with uniform suppliers ensuring they have adequate stocks for parents to purchase.

ARBOR

- To be responsible for the management of Arbor, to oversee the coordination of other key Arbor users and to ensure data is secure, available and accurate.
- To oversee the use of Arbor for the collection of assessment grades, reporting to parents and the analysis of results.
- To ensure that all data structures are fit for purpose and that integrity, consistency and coherence of data is achieved.
- To ensure the smooth transfer of data between Arbor & SISRA.
- To continually develop the use of Arbor for assessment and to support staff in the day to day use of the system.
- To set up new and temporary Arbor users ensuring that their access settings are appropriate.
- To lead the Senior Leadership Group for key users in Arbor and SISRA including Bursar, Director of Student Services and Exams Officer to ensure the development of the school information system is fit for purpose.

- Ensuring that the data structures are adequate to the task, including the integrity, consistency and coherence of data.

DATA PROTECTION

- To liaise with the CET GDPR Data Officer to ensure that trust wide guidance is adopted by the school.
- To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- To be the first point of contact for supervisory authorities and for individuals whose data is processed.
- To manage all subject access requests and ensure that statutory timescales are met when responding to any requests.
- To ensure that the staff are aware of the GDPR regulations, how the legislation may affect their work and what the school's responsibilities are in this area.
- To ensure that the school procedures regarding data breaches are appropriate and followed.
- To be responsible for detecting, investigating and reporting any data protection breaches.

ADDITIONAL RESPONSIBILITIES

To contribute to the strategic direction of the school

- Advise and assist the Principal in reporting to the School Improvement Partner, Governors, Trust Director of Education and Ofsted Inspectors on target setting and detailed analysis of school performance.
- Create systems to provide data to inform SLT on value added performance of individual teachers, subjects and departments.
- Research and respond to education developments, both strategic and operational, that have implications on data management. Attend workshops and seminars related to data management and ensure best practice is adopted by the school.
- Create and develop systems to enable the effective monitoring of vulnerable students.
- Member of Assessment Team.
- To maintain through research, networking and training a high level of expertise in key areas of responsibilities

- Assist with the target setting process, data analysis and value added data – via whole school delivery of INSET using own materials and school systems.

- To provide ICT skills and knowledge to support the use of data management to monitor and analyse performance.

- Liaise with other schools, the LA and government departments to share and implement best practice and to advise the SLT on new practices and aid in the data management aspect of implementation.

STUDENT WELFARE

- Proactively promote an atmosphere of respect, recognition, celebration and mutual support in the school.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

PARTNERSHIPS AND PROMOTION OF THE SCHOOL

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements.
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.
- Collaborate with colleagues to ensure the sharing of resources to the benefit of the school, department and individual students.
- Contribute to wider life of the school through your participation in meetings, extra-curricular events and information/open evenings.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education

You can find out more at:

www.creativeeducationtrust.org.uk

Trust schools and support other staff in participating in trust-wide work and projects.

- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:
www.creativeeducationtrust.org.uk

Data Manager

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to A Level or equivalent. • Evidence of commitment to continuing professional development. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent.
Experience	<ul style="list-style-type: none"> • Experience of data input and manipulation. • Experience of development, management and operation of computerised administration systems. • Experience of working at a senior level. 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge and understanding of the data requirements of schools. • Ability to interpret or analyse data and information or situations in order to make a decision or recommendation. • Knowledge of a variety of ICT applications including Excel. • Knowledge of a School Information Management System. 	Knowledge of Arbor
Skills and Personal Attributes	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Ability to plan and implement systems to maximise use. • Excellent interpersonal and communication skills • Ability to produce written reports suitable for a variety of audiences. • Strong organisational skills. • Takes personal responsibility for their own actions. • Excellent critical thinking skills; has intellectual curiosity, rigour and a creative approach to solving problems. • Integrity, openness, energy and enthusiasm. • Strong interpersonal, written and oral communication skills. • Flexible approach to working. • Willingness to display flexibility in working hours to best support exam periods. 	
Equal Opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	
Safeguarding	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. 	
Other requirements	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of students inside and outside the classroom. 	

The Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

www.creativeeducationtrust.org.uk