

CHANCE COMMUNITY

Job Application Pack



Excellence has no limits



Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook* for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. For the third year running we celebrated significantly improved outcomes at GCSE. OFSTED's recent visit further confirmed our improvement journey with our results showing that our hard work to improve the curriculum and teaching has had a significant impact.

If you are thinking of joining us please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes



Tanya Douglas
Headteacher



Data, Assessment & Systems Manager

Status: Permanent

Hours: 36 HPW x 44 WPA

Scale: PO2

Actual Salary Range: £43,099 (Starting salary) to £46,057 per annum (to be determined by skills and experience)

Start date: As soon as possible

We are looking for a highly skilled professional with a strong work ethic and exceptional attention to detail. You will play a key role in ensuring strategic oversight and delivery of all school assessment, data, reporting, pupil target setting and tracking, examination analysis and exams. You will be proficient in your navigation and utilisation of our MIS system, Arbor and will have sound knowledge and experience of analytical resource solutions such as SISRA. You will ensure school data systems are compliant with GDPR and contribute to the leadership and development of the Data & Examinations Team.

This is an exciting time to join our community. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do. In April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is **Tuesday 21st May 2024 at 9am** and interviews will take place on Thursday 23rd May 2024 subject to references.

Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.



Job Description and Person Specification: Data, Assessment & Systems Manager

JOB DESCRIPTION

Post Title	:	Data, Assessment & Systems Manager
Status	:	Full time, Permanent
Line Manager	:	Deputy Headteacher
Hours	:	36 hpw x 44 wpa
Allowance	:	Scale PO2
Start Date	:	As soon as possible

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

The Data, Assessment and Systems Manager will play a key role in ensuring strategic oversight and delivery of all school assessment, data, reporting, pupil target setting and tracking, examination analysis and exams. You will also oversee the effective functioning of our MIS ensuring it's effective operation and ongoing maintenance.

Qualities

The Data, Assessment and Systems Manager will:

- Maintain high standards of ethics and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have high expectations of young people and staff, aligning to our belief that '*Excellence has no limits*'

Duties and responsibilities:

We share a commitment to learning and raising achievement for all and have high expectations of all our staff and students. To this end all staff will be expected to:

- share responsibility for ensuring the safety, well-being and discipline of all the students at the school;
- adhere to all school policies and procedures as laid out in the Staff Handbook, taking cognisance of all additions and amendments throughout the school year;
- carry out a share of supervisory duties (break duty) in accordance with agreed rotas;

- participate in appropriate meetings with colleagues relating to all aspects of your work as a teacher at Chace Community School;
- carry out other duties as reasonably required by the Headteacher.

Specific responsibilities – Data, Assessment and Systems Manager

Data, Target setting, Assessment. reporting systems

- Set up all assessment reporting templates on Arbor and data analysis templates on Google Docs
- Use FFT Aspire to generate subject and whole school attainment targets. Import FFT20 and FFT50 estimates into Arbor for every student.
- Ensure that all data and information related to Year 7 transition is accurately uploaded into Arbor
- Oversee the smooth running of data collection procedures in line with the assessment calendar. Ensure HOF/HOD checking takes place and all staff meet deadlines.
- Ensure all students receive their termly progress report as per the school reporting cycle
- Independently resolve problems relating to data collection and reports.
- Import all public and internal exam results in Arbor and SISRA.
- Oversee user access to all data and MIS systems.
- Monitor progress across the school using the most recent internal attainment and internal predictions. Highlight in school variation for subjects and groups of students and share this information with SLT, HOFs/HOD and HOL.
- Be aware of national data and key documents such as the ASP and IDSR. Share these with SLT when they become available.
- Oversee and train all staff on how to use data systems effectively to track and monitor student progress over time
- Support SLT with accurate completion of the annual data checking exercise
- Produce data analysis reports for SLT, middle leaders and governors in line with our assessment cycle and prepare the annual Exam Profile each September.

Examinations

- Oversee and implement the exams and invigilation timetables for all internal examinations such as assessment weeks and Year 11 and 13 Pre-Public Exams
- Liaise with HOFs and HOLs to organise internal examinations that match schools needs
- With the Exams Officer, oversee all necessary actions to ensure all JCQ guidelines are met to the highest of standards and have the required systems and evidence for exams moderator visits
- Ensure all appeals, extenuating circumstances and any other factors that affect external examination outcomes follow JCQ guidance
- Ensure all data returns to external bodies such as the Local Authority and DfE are sent off in a timely manner in the preferred format
- Download examinations for GCSE, BTEC and A level results day and work with the Exams Officer and Support staff to ensure all necessary preparations are in place for Summer results days

Management Information System including Census (MIS)

- Be the expert and first point of contact regarding all of school's data and MIS (Arbor)
- Ensure that the school has robust and rigorous systems in place for ensuring that student and staff data is correct and up to date in the MIS

- Keep up to date with training and developments in all management information and data systems.
- Train staff in use of the school's management information and data systems.
- Liaise with third party suppliers when required to ensure effective and efficient service delivery and system integration where possible.
- Prepare and complete the student and workforce censuses
- Assist with the collection of accurate data and update the MIS on all areas relevant to the school census, including FSM, pupil premium and 6th form learning aims.
- Ensure Course manager is updated with learning hours, QAN, classes, supervisors and appropriate Core Learning aims are added to maximise Post-16 funding.
- Line manage the ICT Network Manager and Exams Officer
- Co-ordinate the KS3/4 Parent Consultation Evenings and manage the booking system. Share attendance data

Whole School Timetable support

- Work with the school's Deputy Headteacher/timetabling to produce the school's timetable.
- Make timetable changes as required throughout the year
- Produce student timetables for mid-term admissions as needed

Data Protection officer

- Promote an environment in the school that ensure the safety of personal information and data
- Be the Designated Data Protection Officer for the school
- Carry out annual training with staff on Data Protection and the associated regulation
- Ensure any data breaches are reported the to Local Authority
- Be responsible for the school's Data and Privacy policies, ensuring they are regular reviewed, up to date and shared with relevant stakeholders
- Oversee all subject access requests

Undertake any other reasonable duties as requested and delegated by the Head Teacher

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;

- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

Person Specification

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
Educated to GCSE (or equivalent) English and Maths Grade C or above	✓		Application
A range of in-service training including accreditation		✓	Application
Experience			
Experience of working in a data/ systems or IT role within school or busy office environment	✓		Application
Experience of working with Senior Leadership in a school or other sector	✓		Application/Interview
Experience of managing and dealing with confidential data / issues appropriately.	✓		Application/Interview
Experience of managing and maintaining accurate records on the MIS (Arbor) system and SISRA	✓		Application/Interview
Knowledge and Skills			
Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description		✓	Application/Interview
Ability to communicate to an excellent standard, orally and in writing to a range of audiences e.g. staff, pupils, governors, parents	✓		Application/Interview
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software	✓		Application/Interview
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines	✓		Application/Interview
A learner, willing to undergo training and learn new skills as necessary	✓		Application/Interview
Awareness of how to work in a school environment	✓		Application/Interview
Strong interpersonal skills	✓		Interview
Attention to detail/working with accuracy	✓		Interview

Ability to work to professional standards, to develop effective working relationships, think independently and make judgements	✓		Application/Interview
General/Personal Qualities and Characteristics			
A commitment to the school's vision and values	✓		Application/Interview
High expectations for all pupils and the ability to inspire, challenge, motivate and empower others	✓		Application/Interview
A 'can do attitude' and an ability to solve issues as and when they arise	✓		Application/Interview
Adaptable to working within a team	✓		Application/Interview
A calm demeanour and the ability to work well under pressure	✓		Application/Interview
A commitment to the protection and safeguarding of children and young people	✓		Application/Interview
A commitment to equality of opportunity and inclusion	✓		Application/Interview

Application Process

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school values '**Belonging, Responsibility, Excellence**' and our school motto '**Excellence has no limits**'. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.