



THE HOWARD
Academy Trust

Candidate Briefing Pack

Data Manager





Welcome to The Howard Academy Trust

Thank you for showing an interest in working for The Howard Academy Trust. As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans extending into North Kent and have been selected by the DfE and Kent County Council to open a new secondary presumption free school in Margate in September 2022.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Vision and Values

We aim to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

We are committed to enhancing the life chances of young people by improving their educational achievement.

Schools within the Trust will retain their unique and individual character.

We strive for excellence and aim to bring about transformational change where necessary in schools.

We are truly inclusive and aim to establish the highest expectations for young people and all those who work with them.

As a Trust we have five fundamental tenets:

- Our moral purpose is to make a positive difference to the lives of young people.
- We strive to create a culture of dignity, respect and trust in all our academies.
- There is no ceiling to achievement for young people.
- All staff have the right to exceptional professional development.
- All young people have the right to attend at least a Good school.

Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



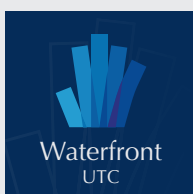
Temple Mill Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
170 Pupils on Roll
Located in Gillingham, Kent



Miers Court Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Further information about our academies can be found at www.thatrust.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

Financial

- Salary
- Pension
- Sick Pay

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working



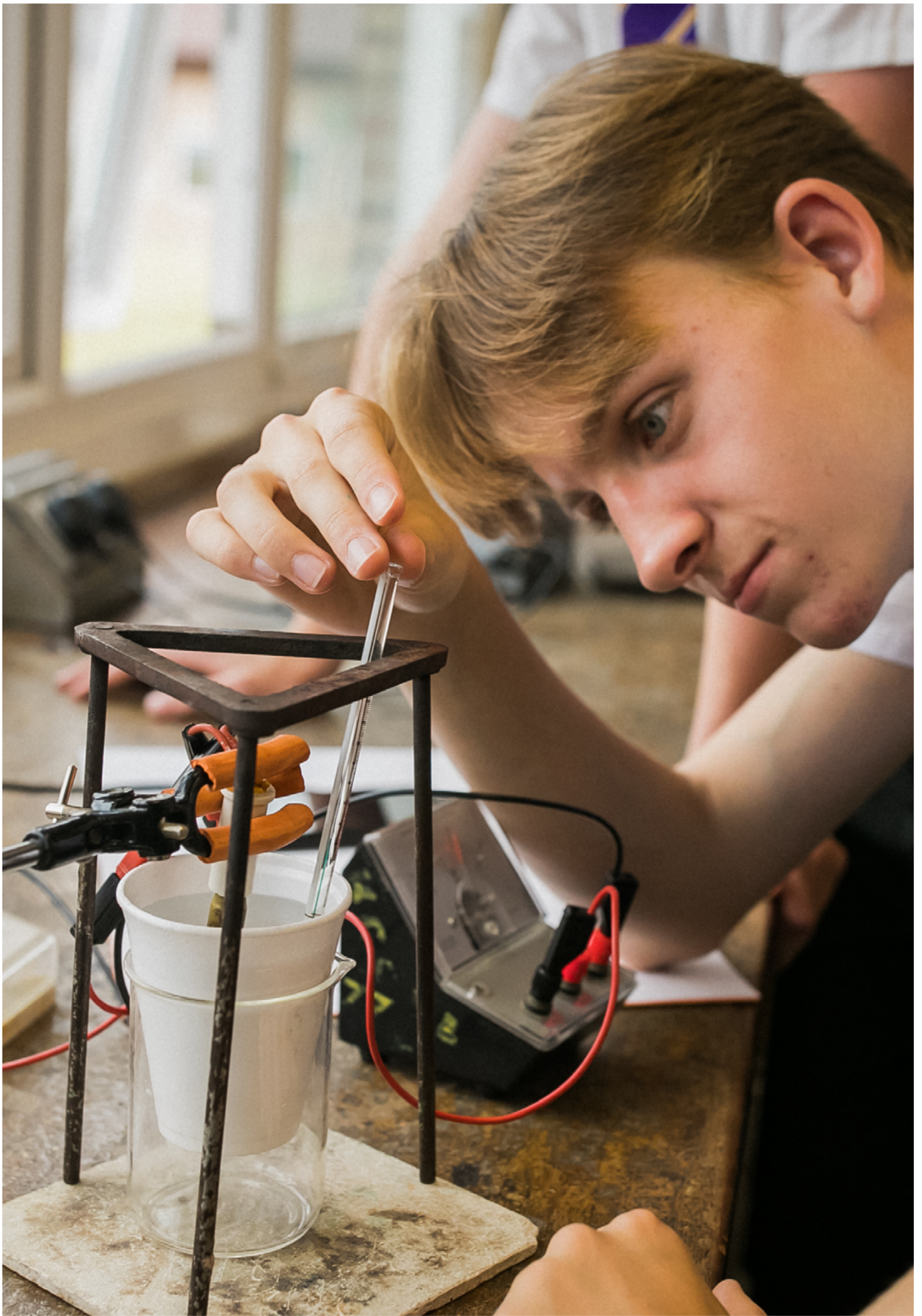
Hear from staff across the Trust

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Employee Assistance Programme
- Flu Jabs
- Discounted Gym Membership

Professional Development

- Access to Middle and Senior Leadership Courses
- Role specific training courses for Associate Staff
- Career stage CPD



Job Description

Post:	Trust Data Manager
Location:	THAT Head Office/The Howard School
Function/Department:	Trust Central Team
Grade/Salary:	NJC B1 (Point 20-30)
Responsible to:	Chief Executive
Reporting to:	Director of Education

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Trust Data Manager as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Trust Education Team. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust we have five fundamental tenets:

- Our moral purpose is to make a positive difference to the lives of young people.
- We strive to create a culture of dignity, respect and trust in all our academies.
- There is no ceiling to achievement for young people.
- All staff have the right to exceptional professional development.
- All young people have the right to attend at least a Good school.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key Responsibilities

To provide a comprehensive Trust wide data management service, involving the design and set up of data systems to capture MAT and School level data in line with Trust, DfE requirements and Ofsted Inspection Framework.

Design and produce reports at MAT and School level to inform the decision making of senior leaders and Trust committees. Reading and interpreting DfE guidance on data and disseminating and providing advice to Trust and School Leaders.

1. Work closely with the Central Team and other school leaders across the Trust to develop and support systems which provide data to facilitate school improvement.
2. Develop and implement a whole school improvement plan for data and the use of Arbor across the Trust, covering all aspects of our current work: targets, assessments, behaviour reporting, attendance, admissions data, census etc.
3. Lead on the development of Arbor the Trusts Management Information System to ensure it is be used effectively within all THAT Academies.
4. Be responsible for the provision of accurate and timely information as required by Schools, external bodies and the Trust.
5. Design and set up systems for capture of MAT level data for achievement and progress and all other educational KPIs.
6. Design and set up systems for capture of School level data for achievement and progress and all other educational KPIs.
7. Design, set up and production of Education Standards Group Scorecards and Dashboards per school in line with DfE and Ofsted Inspection Framework categories
8. Design, set up and production of Education Standards Group Scorecards and Dashboards at MAT level in line with DfE and Ofsted Inspection framework categories.
9. To be accountable for the use of data systems in raising standards and performance across all trust academies.
10. Provide analysis of business performance data per school across the MAT, developing reports to senior executives and committees.
11. Reading and interpreting DfE guidance on Data, including Statistical First Release and technical guidance and disseminating information to key stakeholders.
12. To develop new systems to respond to the changing needs of the Trust: to include the Trust report and tracking system with procedures (student review and reporting/school liaison with ALPS, FFT and other external databases) and the academic, behavioural and report databases.
13. The development of systems to provide data to Leadership Teams on value added performance of individual schools and teachers, subjects and departments.
14. Disseminating changes in policy and practice to Executive Leaders, Heads of School and Data Officers.
15. Attend regular meetings with academy Assessment & Curriculum Leads to interpret, scope and implement change.
16. Setting up and amending data systems in line with changes to technical guidance.
17. Target setting outcomes for all students and monitoring progress and exception reporting on a MAT wide level.
18. Set up and maintaining various rigorous reporting systems and pre-empt the changes and

developments which all THAT Academies will need to make in the field of MIS.

19. To advise and support Head of School and Senior Leaders in setting up, running and managing data reporting.
20. To advise schools and staff on methods of accessing information and to provide in-house training on data interpretation, results and findings. To assist the staff in the use and understanding of data/target setting. This will include the delivery of INSET to staff using own resources and systems.
21. Lead on the school and workforce census across all THAT academies.

Data Protection

1. Complete subject access requests in line with legislation
2. Ensure that the Trust and all Trust schools (the data controllers) have the relevant information and training to handle and process data in accordance with the General Data Protection Regulation (GDPR)
3. Keep comprehensive and accurate records of all data processing activities, detailing the purpose of the activity and making these records public upon request.
4. Inform data subjects of how their data will be used by the Trust and all Trust schools, their rights for the data to be destroyed, their right to withdraw consent with regards to data where consent has been sought and the measures implemented by the Trust and all Trust schools to protect individuals' personal information.
5. Prepare reports and management information on the Trust and all Trust schools' level of risk related to data protection and processing performance.
6. Abide by confidentiality requirements in relation to the duties undertaken while in the role.
7. Ensure that, where data is outsourced to third parties, third parties uphold the same data protection standards as the Trust and all Trust schools.
8. Ensure that the Trust and all Trust schools enforces data processing agreements with any third parties it outsources data to.
9. Report any data breaches to the Information Commissioner's Office within the legal time frame.
10. Ensure the Trust and all Trust schools' data protection processes are in line with the GDPR.
11. Develop, implement and review the Trust Data Protection Policy.
12. Undertake audits of the Trust and all Trust schools' data protection processes.
13. Address any issues which are highlighted whilst auditing the Trust and all Trust schools' processes.
14. Monitor the performance of the Trust and all Trust schools' data protection impact assessment and provide advice where requested.
15. Train and liaise with the Deputy Data Protection Officer and the Data Protection Coordinators who act as the first point of contact in each of the trust schools.

Administration

- Complete relevant reports/data analysis for a range of stakeholders.

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email, Arbor, O Track and 4 Matrix)
- Be comfortable and capable of operating equipment in line with health and safety policies and procedures.

Management

- □ This post does not have any management responsibilities.

Additional Duties

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by your Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

CONDITIONS OF EMPLOYMENT:

The post is graded at NJC B1 (Point 20-30).

The working week is 37 hours per week.

The holder of this post is expected to be flexible about these hours as and when necessary

Person Specification

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Strong academic background at GCSE/A-Level (or equivalent) Undergraduate degree (or equivalent) Permitted to work in the UK. 	<ul style="list-style-type: none"> Undergraduate degree in Data Management & Analysis, Data Science or Statistics or equivalent relevant qualification. Some knowledge of GDPR regulations and organisations' responsibilities is required for this role.
Experience	<ul style="list-style-type: none"> Experience of working with school Management Information Systems. Expert in Microsoft Excel to an advanced level. 	<ul style="list-style-type: none"> Experience of working with Arbor (MIS). Experience of using O Track / 4 Matrix. Experience in using Power BI. Experience of submitting Census and other statutory returns.
Knowledge and skills	<ul style="list-style-type: none"> Strong IT skills including advanced use of spreadsheets. Numeracy and the ability to analyse qualitative and quantitative data. Ability to monitor and evaluate data. Strong analysis skills. A good knowledge and understanding of accountability measures in Primary & Secondary settings. To undertake any training relevant to the role. 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies. Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards.
Personal qualities	<ul style="list-style-type: none"> Self-motivation, enthusiasm and results-focus. Ability to move between big picture and detail. Pragmatic and solution-oriented. Committed to high standards and continuous improvement. Detail conscious, precise, expert. Negotiating, influencing and holding to account. Prioritisation and time management. 	

Application Process

Application Process

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed.

Despite COVID-19 recruitment and hiring will continue for The Howard Academy Trust.

Applicants should send the completed application pack to hr@thatrust.org.uk.

Important Information for Applicants

Closing Date:	Friday, 14 May 2021
Interviews:	TBC

Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process.

We hope you find the information in this pack useful. Should you have any further queries or concerns, please do not hesitate to contact Sharon Teachen, HR Manager, on 01634 265771 or email hr@thatrust.org.uk.