AUTHENTIC EDUCATION

Head of Data & Analytics

November 2024

Together we are ...

COURAGEOUS
INNOVATIVE
EXCELLENT

Fay MacRitchie
CEO

Welcome!

Thank you so much for your interest in becoming our Head of Data & Analytics I hope the information contained within this pack gives you a flavour of this role and the culture of the Trust.
Please do get in contact with any questions you may have.

These last few months have been an exciting time for growth. It is certainly a great time to be a part of our Trust team, as we pool our collaborative energy and expertise to maximise positive impacts and transform outcomes for our children, families and communities.

ABOUT US

Authentic Education (formely Ambitions Academies Trust) was created in March 2012 and now operates with 6,100 students and 1000 members of staff with a budget of £52 million.

We are fully inclusive and committed to transforming under-performing schools, especially those in disadvantaged communities, in line with our values: Together, we are: Courageous, Innovative, Excellent.

Empowering and developing our staff, providing opportunities across our Trust, with an excellent CPD offering has been a significant area of focus; alongside introducing cutting edge digital systems in academies, HR, and Finance.

Improving student outcomes and becoming an employer of choice are our two strategic objectives. The latter centred on on attracting and retaining the very best talent. We value all contributions from our people and implement changes that have a positive impact across the organisation.

Governance at all levels of the Trust has seen rapid improvement. Recruiting highly skilled Trustees and strengthening the local tier at academy level have been, and will continue to be, areas of focus.

VALUES WORKSHOPS

Collaborating to create shared values for our Trust

Following the Edurio staff experience survey (see page 6), it was great to have so many people volunteer their time in May to create a new shared vision and values for our Trust. Distilling responses from the survey, stakeholder and student workshops, we are proud to share our new values:

Together, we are:
Courageous
Innovative
Excellent

Everyone expressed how much they enjoyed the opportunity to collaborate with colleagues from different academies. Also, across the workshops, there was a resounding desire to think about our Trust's name.

Students talked passionately about adults valuing their uniqueness. About how they are encouraged to champion individuality. And about being empowered to bring their whole selves to school.

Colleagues across the Trust - teachers, catering professionals, education support, trustees, academy committee chairs - shared the importance of authenticity in all forms. Being bold, brave and courageous enough to be you. Delivering world-class educational and enhancement services that springboard our students and prepare them for the workplace of the future. Becoming both digital and sustainable to the core: enabling us to deeply invest in relationships, our community and our planet.

Through this work, our new name just shone through. It is a name that encapsulates all that we are; all that we do; and all that we will be. Keenly listening to the voices of colleagues across the Trust, both our Boards of Trustees and Members unanimously endorsed our change of name.

Collectively, we will set ourselves a holistic and high bar. We will need to be Courageous, Innovative and Excellent to get there. There will be spectacular achievements and failures along the way, which we will learn and grow from, authentically.
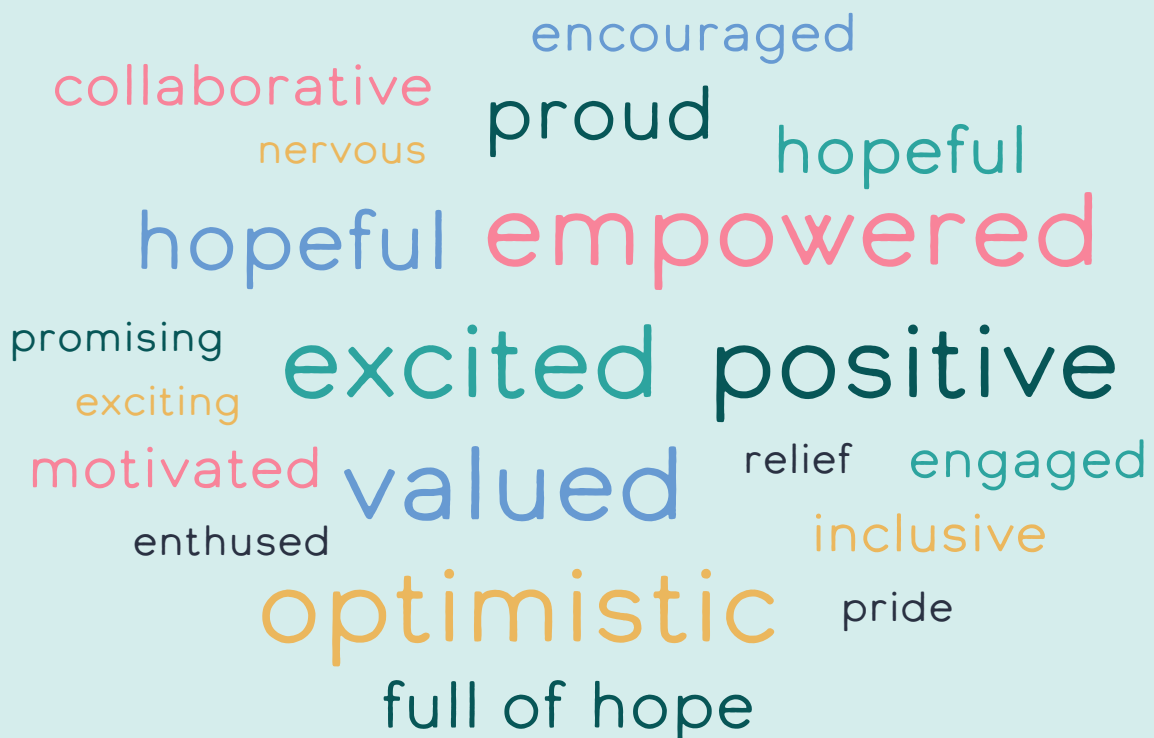
> It felt like the sessions were a genuine consideration of all staff views, an opportunity for staff to feel valued as well as share in a collective vision.

WORKSHOP FEEDBACK

After the workshops, we asked colleagues to anonymously log on to Menti.com to share their thoughts ...

	Strongly disagree		Strongly agree

I had opportunity to share my perspective — 4.6

Diversity of thought was valued — 4.6

I'd like more opportunities like this to work with colleagues cross-Trust — 4.8

PLEASE DESCRIBE HOW YOU FELT AFTER THE WORKSHOP?

encouraged

collaborative   proud   hopeful

nervous

hopeful   empowered

promising   excited   positive

exciting

motivated   valued   relief   engaged

enthused   inclusive

optimistic   pride

full of hope

ABOUT OUR NATIONAL AWARDS

Our Trust is a dynamic organisation, delivering on its commitment to ensure every pupil reaches their potential through outstanding governance.

WEY VALLEY
SHORTLISTED FOR NATIONAL AWARD

Wey Valley Academy has been shortlisted as a finalist in the national Queer Student Awards 2024 for its commitment to LGBTQ+ diversity and inclusivity. The Queer Student Awards are an annual celebration recognising talented students and allies, who are proudly leading in their lives and the communities around them.

Headteacher, Mr Neill said:

" I am delighted with this news and I would like to congratulate all of our staff and students for making Wey Valley such an inclusive place to learn at the heart of the Weymouth community.

We wish Wey Valley the best of luck at the finals held in Birmingham on 26th June!

ESTATES
UPDATE

JAMES TREBLE

DIRECTOR - ESTATES AND SUSTAINABILITY

The Estates team had an extremely busy half-term with an incredible week of progress across our academies. From LED lighting and suspended ceilings to sensory gardens and long jump pit renovations, our team has been working tirelessly to bring new ideas to life. The team are incredibly proud to be continually developing our academies in a positive way.

HALF TERM PROJECTS:
- Air conditioning units installed
- Staffroom refurbishments
- Sensory garden creation
- Long jump refurbishments
- LED and suspended ceiling
- Fence rectification works
- Classroom redecoration
- Circulation area redecoration
- Access control installs

" In April alone we generated an average 3,998 kWh per site from roof mounted solar panels. This is enough energy to power an average 4 bed house for one year.

SHINING A LIGHT ON EFFICIENCY

As a Trust, we are dedicated to cultivating a green and sustainable learning environment that not only enhances the educational experience for our students and staff, but also contributes to a more environmentally responsible and socially responsible future. By prioritising efficiency, reducing waste, and promoting eco-friendly practices, we can create a healthier, more sustainable, and inspiring space for our community to thrive.

Over the last 5 years, we've taken a proactive approach to reducing our environmental impact by upgrading our lighting systems to LED. I have detailed our decision-making process behind our switch to energy-efficient lighting and outlined the impressive benefits we've achieved since making the change.

We took the decision to replace our old batten fittings with energy-efficient LED 600x600 panels in the majority of areas (where possible). These panels provide a sleek, modern design while significantly reducing energy consumption and maintenance costs. We have done this in conjunction with new ceiling grid installs and tile replacements.

Since implementing the LED panels across our schools, we've seen a significant reduction in energy consumption and maintenance costs.

10
ACADEMIES ARE NOW FULLY FITTED WITH LED LIGHTING

UP TO

75%

REDUCTION IN ENERGY COSTS VS FLUORESCENT TUBE LIGHTING!

ABOUT THE SCHOOLS

There are two all through special schools that support pupils with SEMH and ASC with campuses focusing on 5-11 or 11-16 age ranges. We have worked in partnership with the Local Authority to build capacity for SEND places with our most recent provision being an internship programme for post-16 pupils.

Our special schools are rated Outstanding and Good by Ofsted. The academies ensure that curricula meets the needs of pupils and that safeguarding and pastoral support allow pupils to thrive.

Supporting pupils who experience challenges in so many areas of their lives, and making their education experiences something that makes them feel happy and safe as well as allowing them to grow emotionally and academically, is something we are all proud of.

In the primary sector, there are six schools, one junior and five primary academies. Our school improvement model starts with developing strong leadership, quality teaching and improving provision for SEND.

We create environments where children are happy, safe and have the best quality of education. We ensure that there is a wide range of experiences and opportunities for all pupils as part of the taught curriculum, extra curriculum and in other areas.

Ofsted have rated two of the schools as Outstanding and four as Good. The academies are vibrant, successful schools where feedback from staff, pupils and parents is very positive.

With five schools in the secondary sector, we pride ourselves on maintaining a breadth of curriculum that ensures our pupils enjoy a broad range of subjects and have seen the real benefits that performing arts, sport and vocational subjects can bring to a school.

Four of our secondary schools are situated in areas of high deprivation with high levels of disadvantage and SEND.

Our approach is to face all challenges head on. We strive to create environments where pupils can build strong relationships with adults and have experiences and opportunities that ensure they leave us as rounded individuals who can go on to have successful adult lives.

We have worked hard to ensure that we are continually improving teaching and learning so that we have the best curriculum models with embedded reading strategies, robust attendance strategies and personal development programmes that support all of our young people.

Effective safeguarding teams and behaviour systems where respect is a shared value are key to creating a positive climate for learning.

Our Ofsted ratings are three schools rated as Good, two rated as RI.

#weareauthentic

JOB DESCRIPTION

POST: Head of Data & Analytics

SALARY: Grade 9/10 (depending on qualifications)

LOCATION: Authentic Education Head Office; with frequent travel amongst Trust schools a requirement of this role

HOURS OF WORK: Full time, full year

CONTRACT: Permanent

REPORTS TO: Director of Digital Development

RELATIONSHIPS

The postholder is accountable to the Director of Digital Development in all matters relating to this post. All postholders are ultimately responsible to the Chief Executive Officer. The post holder will work closely with team members and support the team when necessary.

PURPOSE

The Head of Data & Analytics plays a crucial role in supporting the Trust, by making informed decisions by analysing data and providing actionable insights to support the raising of performance standards.

From time to time, you may also be required to support wider initiatives and projects, which fall outside of the duties outlined in this job description.

MAIN DUTIES & RESPONSIBILITIES

MANAGING INFORMATION SYSTEMS

- To be responsible for student assessment report generation for all years.
- To oversee the use of strategic and operational data and systems within our Trust.
- To lead the development, management and effective use of Trust data systems, including the Trust's Management Information System (MIS).
- To aggregate data from multiple systems into a central area.
- To populate key information into the principals' reports on a termly basis for all academies.
- Work alongside Data Officers in our schools to develop the use of data management information systems ensuring data is consistently captured across our Trust.
- Act as the primary contact in relation to any data related issues.
- Act as a first line support to troubleshoot issues to do with the data and the use of it.
- To support colleagues where applicable and provide training on data collection, collation and presentation.
- Act as the Trust administrator for all system integration and third party access projects.
- Act as the Trust contact for the data software products to further develop, implement and maintain in line with internal and external information requirements.
- Ensure trust wide data systems are GDPR compliant undertaking data impact assessments with the support of the Trust Data Protection Officer.
- Support new academies joining our trust in the implementation of Trust wide data systems.
- Attend necessary training to keep abreast of data management and system developments.

- To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.

PRODUCING MEANINGFUL REPORTS:

- Ensure all principals have the most up to date data including student performance data, attendance and behaviour, and staff performance data in preparation for external quality improvement meetings including Ofsted.
- To ensure information and data is readily accessible and presented in a format appropriate to the audience.
- To produce clear, concise and accurate information to support the Executive Leadership Team across a range of data sources including Education, Estates, Finance and HR.
- To develop effective analysis systems/data dashboard views for the most important metrics across our trust to deliver impactful improvements and efficiencies.
- To coordinate the collection, entry and extraction of data required to ensure trust statutory and other statistical returns are completed accurately and within published deadlines.

- Foster a culture of open communication and collaboration across the Trust, facilitating effective information sharing and feedback mechanisms.

REPORTING AND PROJECT LEADERSHIP FROM INSIGHTS:

- To deliver the data information requirements of the Executive Leadership Team, Trustees and Governance to support the raising of performance standards of our trust.
- To effectively communicate with the Director of Digital Development and other Trust Executives to ensure there is clarity on project development requirements and timelines.
- Provide information, guidance and support on future system integration/alignment projects working as part of a project team or leading as required by Director of Digital Development/Executive Team.
- To have an understanding over time of the Government Accountability frameworks to assist in the providing of data insights.
- Contribute to the design and implementation of the Trust's digital strategy, ensuring KPIs are met to an excellent standard.
- Remain up-to-date with innovative digital developments to provide insights that are relevant for both short and long-term high performance, ensuring return on investments and sustainability.

GENERAL:

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

- Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Person Specification

	Essential	Desirable
QUALIFICATIONS		
Qualified to degree level in Data Management & Analysis, Data Science or Statistics or equivalent relevant qualification	*	
Educated to at least A Level or equivalent vocational experience	*	
GCSE level qualifications, (or equivalent) in English & Maths.	*	
Trained in the use of a variety of ICT packages		*
EXPERIENCE		
At least 2 years' experience using a school management information system (ideally Arbor)	*	
Experience of using Arbor integrations such as SISRA and 4 Matrix		*
Experience of working in a data analysis environment (within a school environment would be preferred but not essential)	*	
Knowledge of data reporting including KPIs	*	
Analysis and data presentation skills	*	
Knowledge of data presentation applications such as Microsoft PowerBi	*	
Knowledge of the importance of confidentiality and data protection	*	
Experience of working to targets and deadlines	*	
Experience of managing and developing data systems	*	
KNOWLEDGE, SKILLS & PERSONAL QUALITIES		
Excellent statistical and analytical skills	*	
Be an effective and confident communicator, having a good command of English, both spoken and written	*	
Ability to manage and prioritise a varied workload, use your own initiative and to work to deadlines	*	
Strong ability to plan, prioritise, and meet strict deadlines in a fast-paced and demanding environment.	*	
Well-developed interpersonal skills and the ability to develop and maintain good relationships with a wide range of people, from the executive team, trustees, governors, senior leadership team to outside agencies Information gathering and analysis	*	
Good organisation skills. Ability to manage and prioritise effectively	*	

	Essential	Desirable
Ability to maintain resilience and positive thinking		*
Develop, maintain and use an effective network of contacts, seeking advice and support when necessary.	*	
Ability to handle confidential material sensitively	*	
Knowledge of educational software packages	*	
Proficient in analysing high volumes of data and presenting it in various formats to suit the audience.	*	
Excellent knowledge of software used in analysing and presenting data, particularly, Microsoft Office and Microsoft Excel in particular, database management systems	*	
Be a problem solver, have good research skills and to be able to reflect upon one's own practice	*	
Commitment to ensuring the safety and welfare of children	*	
Commitment to upholding and promoting the ethos and values of the Trust / school	*	
Good attendance and punctuality	*	
Ability to work under pressure and prioritise effectively	*	
Commitment to maintaining confidentiality at all times	*	

Living on the South Coast

The South Coast boasts the title of being the sunniest place in the UK, offering over 400 miles of stunning coastline to explore. Dorset's coastal towns are vibrant and surrounded by areas of outstanding natural beauty.

Bournemouth stands out with its seven miles of award-winning beaches, diverse shops, and restaurants. The town is a hub for arts, music, and literature, making it a culturally rich place to live and work.

Poole, with its rich history and charming cobbled streets, leads to the impressive Poole Quay. The town is home to high-quality restaurants, traditional pubs, and Europe's largest natural harbour, attracting bird watchers and conservationists.

Weymouth, nestled on the Jurassic shoreline, features a picturesque seafront and a bustling fishing harbor. The town offers a range of water sports and coastal activities, thanks to its Olympic legacy from hosting the sailing events in 2012.

With a thriving economy, excellent schools, universities, and a variety of entertainment options, the South Coast is an ideal place for families to settle down and enjoy a high quality of life.

How to apply...

Thank you for your interest in Authentic Education.

To arrange an informal, confidential discussion regarding this role, please contact Mr Doug Monk or Mr Mike Grummett.

Doug.Monk@weareauthentic.education
Mike.Grummett@weareauthentic.education

Closing date for applications: Friday 22nd November 2024 at 9am

Interview date: Week Commencing 25th November 2024

Early applications are invited and the Trust reserves the right to close the application window early.

CLICK HERE to apply now

We look forward to receiving your application.

Discover more at www.weareauthentic.education