



Saint Joseph's
CATHOLIC SCHOOL

School Data and Media Manager

Start date: ASAP - Salary Scale: Grade F

www.sjcs.org.uk

WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of Data and Media Manager at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in November 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Outstanding in the Behaviour and Safety category and Good in the other three, thus giving an overall judgement of Good.

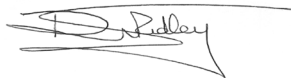
We are looking for an ambitious individual who can inspire pupils. The successful candidate will be a good team player, with a distinct sense of purpose and bring a strong intellectual commitment to their role.

Dates

Application Deadline: 9am, Friday 5th February 2021

Remote Interviews: Week Commencing 8th February 2021

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley
Headteacher



JOB DESCRIPTION

Post:	Data and Media Manager
School:	St Joseph's Catholic School
Salary Range:	Grade F
Responsible to:	Deputy Headteacher (Academic)
Contract Type:	Permanent

Job Purpose

- The collection and maintenance of all pupil related data using school MIS software.
- The collection and analysis of all student progress data and the production of all reports to assist Deputy Headteacher (Academic).
- Maintaining school website.
- To support the work of safeguarding in the school

All members of St Joseph's Catholic School support staff are expected to contribute to the life of the school particular to their role.

There are core expectations and tasks including:

- Invigilation
- Reception Cover
- Assisting at school events
- Break/lunchtime supervision
- Minibus driving
- Involvement in school clubs and extra-curricular activities
- Providing cover in the schools Pastoral Centre
- Assisting during tutor periods and with class registration

Individual staff could, after appropriate training, become involved in pupil focussed work, including:

- Supervising classes
- Mentoring individual pupils for academic/social progress
- Counselling

We recognise that support staff often have previous experience in the workplace and also skills and interests, and staff are actively encouraged wherever possible to be involved in supporting pupils learning and enrichment activities. This is likely to be through involvement in school clubs and extra curricular activities but could also include the sharing of particular expertise within the classroom environment.

Support staff should recognise that as the school moves forward, job roles will inevitably develop and change focus; staff need therefore to be flexible in their approach to accommodate the changing needs of the school and to participate fully in professional development which supports this.

JOB DESCRIPTION

Duties and Responsibilities

1. Responsible for supporting/managing the planning, development, organisation and monitoring of data management systems and the policies and procedures associated with it.
2. Complete a comprehensive analysis of data collected after each assessment series, both internal and external and produce reports e.g. student progress data, whole school data for SLT analysis.
3. Support the team of staff covering all forms of pupil data, including but not only admissions, assessments, options process, examinations and timetable. Ensure accuracy of all data input relating to students.
4. The collation, monitoring, reporting and dissemination of all information needed by relevant agencies and submitted in a timely and accurate manner.
5. Produce a range of reports that provide appropriate information for different audiences, e.g. Governors, SLT, Faculty leads, class teachers.
6. Be accountable for the accuracy and punctuality of data inputting.
7. Prepare, input, analyse other ad hoc data e.g. pupil/parent questionnaires.
8. Create mark sheets that support the production of assessment data/reports across the school
9. Have oversight of the School Information Management System (SIMS), including management, maintenance, usage and setup of modules relevant to the post.
10. Ensure that relevant data is transferred to SIMS such as FFT, Key Stage 3, Key Stage 4 data.
11. Complete all statutory data returns, including School Census, School Workforce Census and Teacher Assessments for all key stages.
12. Administer the schools Assessment, Recording and Reporting procedures.
13. Work in support of the schools timetabling specialists in the build of the annual teaching staffing timetable.
14. Attend and participate in SLT Meetings and Duties as requested by SLT.
15. Assist with staff CPD in relation to SIMS and other aspects of data management.
16. Work in partnership with staff, students, parents and outside agencies.
17. Maintain school website, ensuring compliance with statutory requirements and advising SLT of updates.

Any other duties as directed by the Headteacher

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSED THROUGH
QUALIFICATIONS	Good GCSE grades inc English & Maths	Educated to degree level. Relevant industry qualifications in applicable software	Applicant's certificates
EXPERIENCE	Previous experience of working as a Data Manager (within a school environment would be preferred but not essential).	At least two years' experience using a school management information system (preferably SIMS).	Contents of the application form Professional references
SKILLS & KNOWLEDGE	Excellent statistical and analytical skills. Excellent knowledge of software used in analysing and presenting data, particularly Microsoft Office, esp Microsoft Excel Adept at communicating data and analysis to colleagues from non- technical backgrounds. Ability to focus on detail and accuracy when compiling reports.	Knowledge of programming (including VBA for Microsoft Office), HTML and CSS. Working Knowledge of Student Information Systems especially as they pertain to reporting. Ability to provide support to teaching staff and other users of information technology systems.	Contents of the application form Interview Professional references
PERSONAL QUALITIES & COMPETENCIES	Able to resolve problems and find best solutions. Ability to plan and prioritise own work. Ability to adapt to changes in technology. Ability to learn software and other technologies quickly and independently. Ability to self-evaluate and actively seek opportunity for improvement. Self-motivated. Flexible. Excellent communication skills, both written and oral, to facilitate information exchange with teaching and administration staff. Ability to maintain confidentiality. Highly organised with the ability to work under pressure and to respond to rapidly changing priorities and demands at peak times of the year. Ability to provide support to teaching staff and other users of information technology systems. Adept at communicating data and analysis to colleagues from non- technical backgrounds. Ability to focus on detail and accuracy when compiling reports. Good team worker. Friendly and patient manner. Have an interest in education. Current Enhanced CRB check will be obligatory if successful.	Sense of humour Enjoyment of new systems evaluation	Contents of the application form Interview Professional references

OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding. At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve. There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

SCHOOL ETHOS

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.



STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years. Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.

SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.

ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets by over 11%, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which places our school as one of the top performing similar schools in the country.

In 2017, our A*-C GCSE grades including English and Mathematics was 68% with the Levels of Progress and Value Added being significantly higher than national average. Most pleasing, the Grade 5 (B/C) grades have been recognised as one of the best in Wiltshire.



Saint Joseph's
CATHOLIC SCHOOL

ST JOSEPH'S CATHOLIC SCHOOL

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