



Peacehaven
Community
School

Bromcom and Data Assistant
INFORMATION



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Dear Applicant,

I am delighted that you are interested in leading our exceptional team at Peacehaven Community School into the next phase of its journey. I hope you will take a look at our [PCS Website](#) and [PCS Prospectus](#) as well as taking the time to consider the information enclosed with this letter.

Peacehaven Community School is a proudly comprehensive and fully inclusive school. This means diverse teaching opportunities, providing for students with a very broad spectrum of need. It includes a Special Facility with a Speech, Language and Communication specialism.

Standards of teaching and learning at Peacehaven Community School are high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

Peacehaven Community School was judged as "Good" by Ofsted in October 2018. The school has gone from strength to strength in recent years and is proudly oversubscribed at Key Stage 3. We are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development.

At Peacehaven Community School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Our motto is 'Aspire, Achieve, Believe' where achievement is a focus for all. We encourage students to aspire and be their best. We promote self-confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Peacehaven Community School is located in the town of Peacehaven, seven miles from the vibrant town of Brighton, situated on the south coast above the chalk cliffs of the South Downs. Our modern, well equipped building has exceptional facilities offering an inspiring modern learning environment, with well resourced classroom spaces.

Peacehaven Community School has a traditional family culture combined with an ambitious ethos for excellence. It is part of a very exciting multi-academy trust focused on school improvement, collaboration and continuous learning. Swale Academies Trust is currently made up of sixteen other schools, both primary and secondary, located in East Sussex and Kent. The Trust provides unparalleled opportunities for professional development and will grow further in the future.



Peacehaven Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Yours sincerely,

A handwritten signature in black ink that reads "R Henocq".

Ms Rachel Henocq
Headteacher

A handwritten signature in black ink that reads "L Leung".

Ms Liza Leung
Executive Headteacher

JOB DESCRIPTION



Job Title: Bromcom and Data Assistant
Salary: SAT5
Responsible to: Deputy Headteacher and Headteacher

Key Tasks

Data protection, GDPR and safeguarding

- Maintain a clear understanding of the Data Protection Act and the implications that it has for maintaining school data including GDPR
- Contribute to the safeguarding and promotion of the welfare of children and young people

MIS Management

To work with the Data Manager;

- to make all official data returns on behalf of the school, to provide accurate and timely data for the purposes of DfE school census returns, including September student count, termly student data, annual PLASC information, and any other Local Authority requirements
- to ensure that all academic year end information is accurately and comprehensively administered in Bromcom in order to enable the successful transition of school data to be available for the following academic year
- to oversee the downloading of final Y11 examination results in August. You will be expected to work during the week of examination results
- to produce informative and timely analysis of those results for SLT, teaching staff and governors
- to assist in the development and production of assessment, attendance and academic tracking data, through the use of Bromcom, FFT Aspire, SISRA and other tools as required
- to support the production of school reports for all year groups.
- to prepare and monitor tracking templates and mark sheets on Bromcom for the regular reporting cycles.
- to support the management of the MIS system to ensure all data is up to date and available to teachers, parents and students.
- to liaise with the school's IT technician with regard to software upgrades etc. to ensure compliance with school specification, and to ensure functionality of school systems is maximised.
- to manage the administration of Bromcom including access permission rights for school staff. To set up and manage the Bromcom modules as required.
- to keep up to date with developments in management systems and functionality to ensure school systems are fit for purpose
- to assist MIS users and provide staff training where necessary

JOB DESCRIPTION



School Timetable

- Facilitate the creation of the timetable model in Nova T
- Work with SLT in building the timetable, liaising with HoFs accordingly
- Implement this into Nova T during the Summer term
- Manage the options process within Bromcom alongside the SLT in charge of curriculum timetable
- Manage Nova T throughout the year and keep a running log
- Manage 'free room' system liaising with teaching staff and SLT
- Manage and administrate timetable changes throughout the year
- Manage the 'Hall diary' and other room diaries as necessary liaising with staff and Emtor
- Work with the Assistant Head Teacher and Inclusion supervisor to devise all staff rotas, break, lunch, Exit Room, SLT duties

Cover Management

- To manage the cover of all absences within the school on a daily basis, ensuring full teaching cover for absent staff whilst taking into account best possible financial efficiency for the school.
- To pass cover lesson information to Cover Supervisor/Supply Teacher.
- To manage the daily workload and deployment of the Cover Supervisor Team
- To manage the budget for cover supervision

Other Responsibilities

- To be willing to undertake further training to improve knowledge.
- To perform such other tasks as may be reasonably required, and to give support to colleagues to ensure the smooth running of the main school offices as necessary.
- To carry out the above duties in accordance with the County Council Equal Opportunities policies.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	GCSE Grade 'C' or equivalent in English and Mathematics	E
Key Skills, abilities and knowledge	Be educated to A-Level standard or hold an equivalent relevant qualification	E
	Excellent IT skills and working knowledge of Microsoft Office Word, Excel, Google Suite, SISRA and use of the internet	E
	Knowledge of school assessment systems	E
	Data handling and analysis	E
	Ability to work accurately with meticulous attention to detail	E
	Ability to convey information clearly and accurately	E
	Excellent verbal and written communication skills	E
	Ability to work in an organised and methodical manner with excellent administrative skills	E
	Ability to take personal responsibility for organising day to day targets	E
	Ability to plan ahead	E
	Ability to deal with all people (colleagues, students, parents) in a polite and courteous manner, be part of a team and to work independently when required	E
	Ability to use initiative	E

PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE
Personal qualities and attributes	Ability to respond to a variety of needs in a short timeframe	E
	Ability to deal with stress and work pressure and to support others in doing the same	E
	Meticulous attention to detail	E
	Willingness to participate in further training and developmental opportunities offered by SAT and East Sussex County Council, to further knowledge and skills.	E
	Be honest and trustworthy	E
	Proactive with positive 'can do' ethos	E
	Be prepared to undertake professional development and to study for qualifications if appropriate	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to liz.fulker@swale.at or by post to the following address:

Mrs Liz Fulker,
Peacehaven Community School,
Greenwich Way,
Peacehaven
East Sussex
BN10 8RB

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

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