



Royal Greenwich
Trust School



Candidate Information Pack

Data Analyst

Learning Today, Leading Tomorrow
Responsibility | Grit | Teamwork | Success



“ Providing transformational educational opportunities for all children...”



Data Analyst

Royal Greenwich Trust School

University Schools Trust

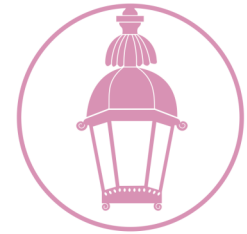
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Welcome



Thank you for interest in the advertised post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross-borough multi-academy trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust, we have strong partnerships with 6 world-leading universities and other key organisations. Together we are working collaboratively to deliver the best outcomes and life chances for our students.

Our staff are our greatest asset and we are working with the UST to develop an exciting people strategy, focused on purposeful practice, bespoke professional development and meaningful staff wellbeing.

The UST provides staff in all its schools with a wide range of accredited courses, training opportunities and networking events to support collaborative practice.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

www.rgtrustschool.net

If you are interested in applying for the post and would like to arrange an informal discussion, please contact the HR Team on 020 8312 5480 ext. 515

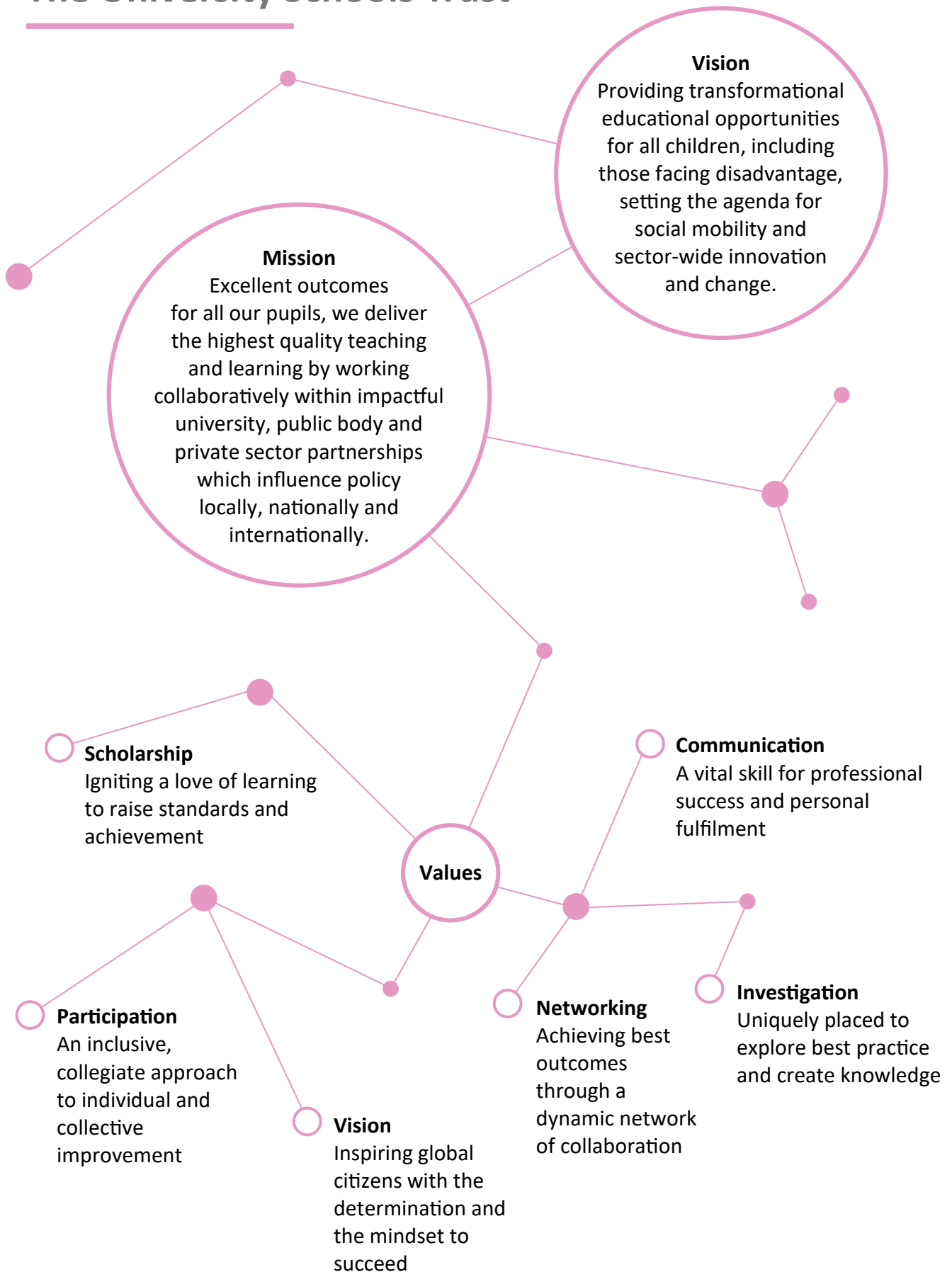
or email Recruitment@rgtrustschool.net.

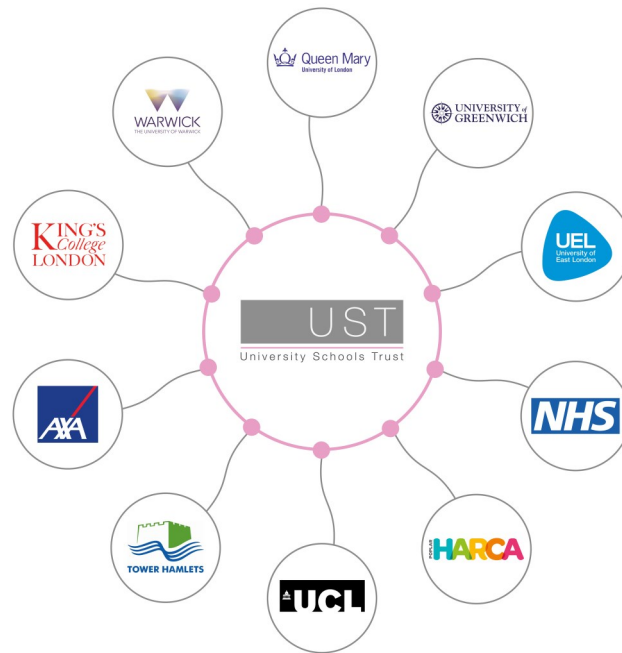
Caroline Longhurst

Headteacher

Learning Today, Leading Tomorrow

The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

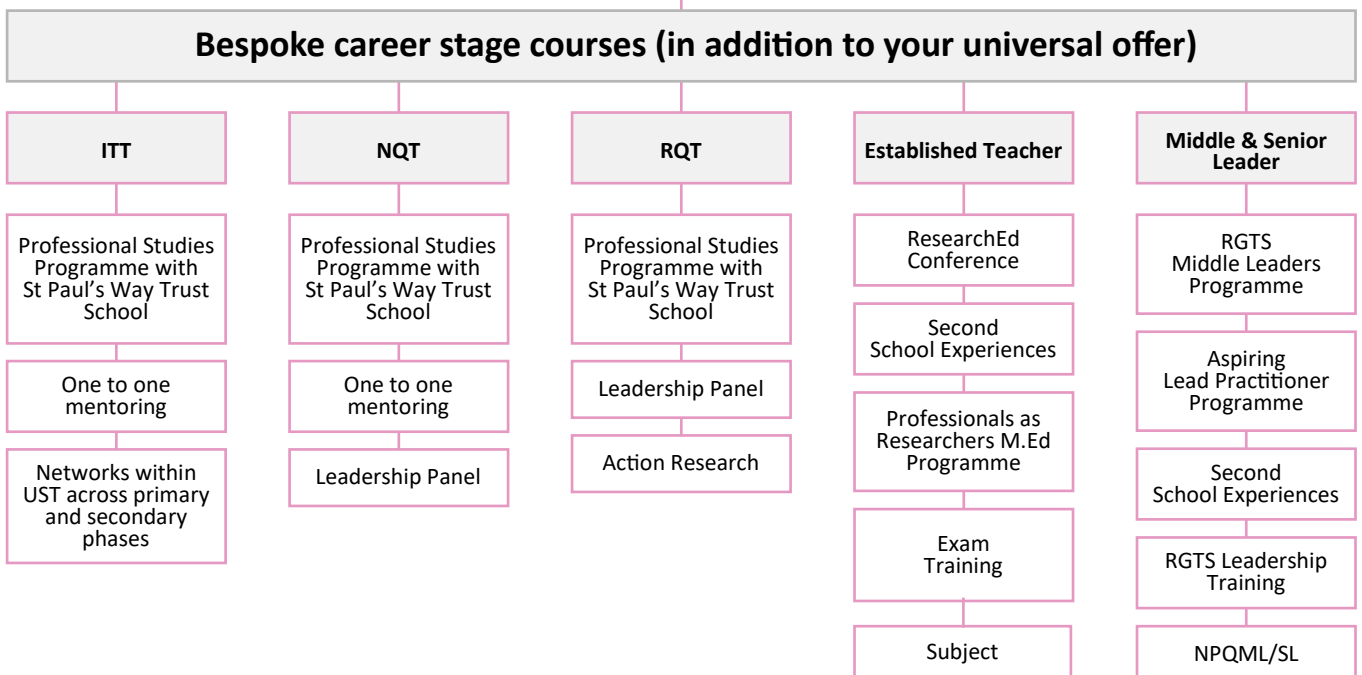
www.ust.london/444/school-of-education

Continual Professional Learning

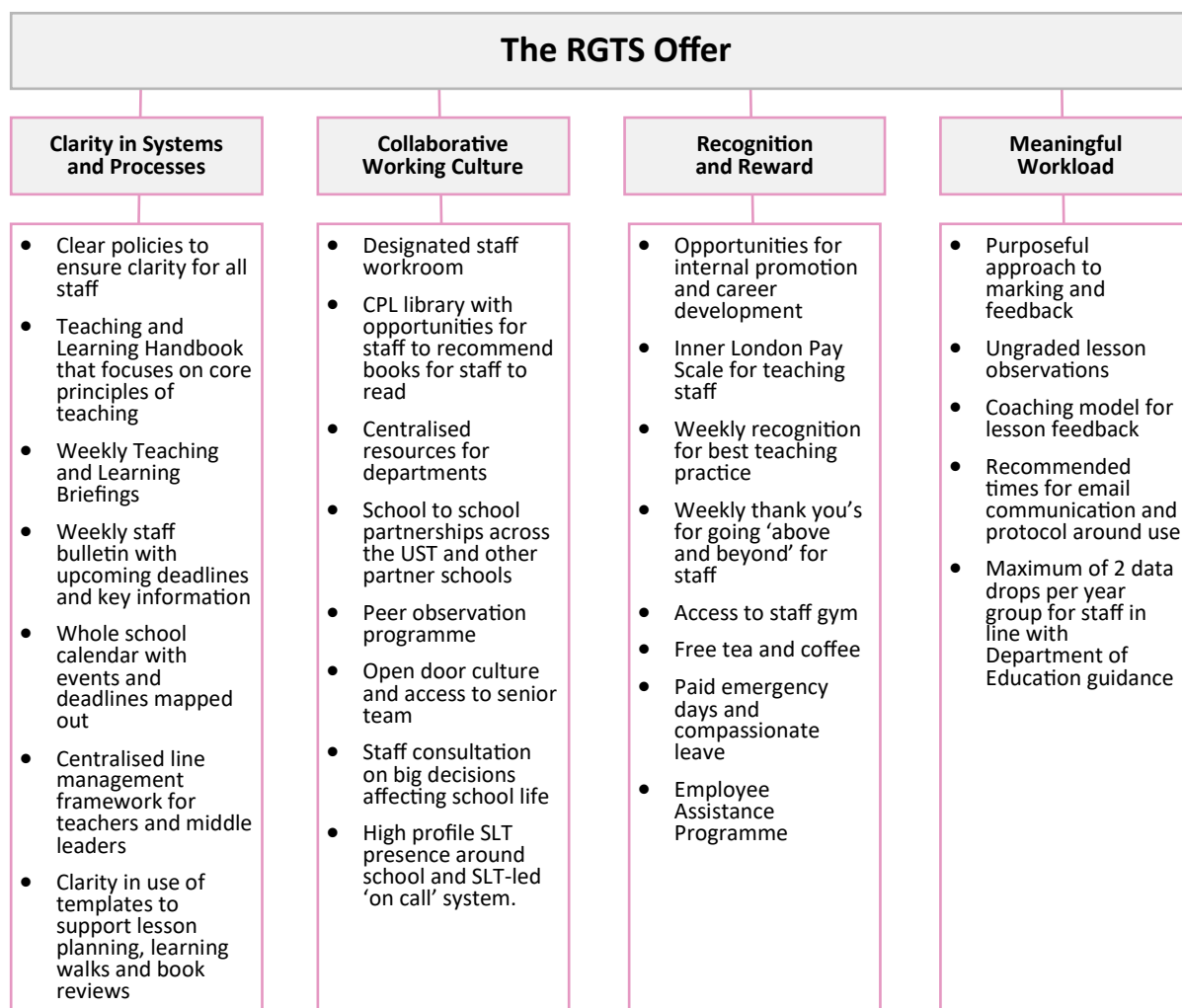
At RGTS we are committed to ensuring that all staff across the school are given opportunities to develop their practice in order to excel as professionals. This is achieved through a programme of internal and external training with an extensive network of training providers across London, our staff have access to the highest quality of training available.

All teachers at RGTS have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches



Staff Benefits and Wellbeing



RGTS is committed to ensuring that staff are supported and that their wellbeing is considered at school. To that end, strategies to support staff are grouped into four broad areas:

- **Clarity in Systems and Processes** - staff are given clear direction and that time can be managed effectively.
- **Collaborative Working Culture** - staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward** - staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload** - decisions are mindful of staff workload and efficient working practice.

Job Title:	Data Analyst
Location:	Royal Greenwich Trust School
Responsible to:	Date Controller
Full/part time:	Full time, permanent
Grade:	PO1 - £33,909—£36,378

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

We are now looking to appoint a Data Analyst to act as an in-school data lead of an 11-18 provision and to support the Data Controller (DCO) in ensuring the Trust data functions are accurately, effectively and efficiently met.

The overall purpose of the Data Analyst role is to lead and coordinate School data and to support the Data Controller to support outcomes for pupils across the School by providing high-quality solutions. In operating effectively, the incumbent will also build data knowledge and understanding across the School.

The Data Analyst is expected to bring a modern approach to the School data function by focussing on data being an effective tool to help drive performance across the School. This will be through the continued effective and proactive use of systems that result in a highly efficient service with an emphasis on providing data that is reliable, accurate and valid across the School, coordinating activities in order to deliver information in an accessible way. The Data Analyst reports to the Data Controller of the Trust.

SPECIFIC RESPONSIBILITIES

Specific key accountabilities of the Data Analyst role will include working with and supporting the Data Controller with:

- **Data Analysis and Systems** – ensure the effective recording and analysis of the School’s data including operational information, student’s academic and pastoral data, and the subsequent communication of the data analysis to allow for effective decision making.
- **Quality Assurance and Compliance** - ensure that the data work completed in the School complies with all applicable statutory and regulatory requirements relating to the use and communications of data held by the School.

Data Analysis and Systems – Support and work in collaboration with the Data Controller:

- Prepare and utilise the data analysis and reporting processes, procedures and documents across the School to ensure effective use of data by various stakeholders.
- To support to ensure that the data processed in school is accurate and reliable and produced in a timely manner.
- To report to the DCO any issues with regard to data accuracy or system limitations that impact on school data requirements.
- Be the local point of contact for staff regarding the School’s data related systems (e.g. MIS, Assessment, Timetabling).
- Maintain the schools MIS and assessment systems ensuring that they are accurate at all times.
- Work with the School Timetabling Lead to ensure the School timetable is in place and make amendments to the timetable as required and directed.
- Provide in school training on the appropriate data related systems on an individual basis or where appropriate for groups of staff.
- Respond to data requests in a timely manner through the Trust’s data request systems.
- Provide, as necessary strategic information to the DCO and Director of Data and Compliance (DDC).
- Support the effective use of data across the School.
- To support the local Exams Officer with any data submissions or requirements to facilitate the exam process.
- To support the DCO and DDC with their data responsibilities, as necessary.

Quality Assurance and Compliance – Support and work in collaboration with the Data Controller:

- Prepare accurate data for internal and external submissions (e.g School census) ensuring that deadlines are adhered to.
- Ensure any School-based data related risks are reviewed and actions to mitigate the risks are taken.
- Support the DCO in ensuring that the data collected, processed and retained adheres to the Trust’s GDPR policies and associated legislation.

- Work with the School IT team to ensure that the School data is regularly and securely backed up.
- Systematically review and evaluate the data outputs from across the School systems to ensure that the information is accurate, valid and complete and where necessary take actions to enhance the outputs.
- Ensure compliance with all data security and processing requirements.
- Ensure the School complies with all other data related and applicable statutory and regulatory requirements.

General

- Build effective professional relationships with the school leadership promoting an enhanced culture regarding promoting progress across the School through the effective use of data to which is professional, supportive and service driven.
- Champion ethical behaviour within the School.
- Be familiar with and apply the seven Principles of Public Life.
- Maintain a presence in national professional networks and through these and other means ensure a current overview of sector policies and developments.
- Comply with and uphold, in all respects, the Trust's code of practice on equality and diversity.
- Undertake such other duties as the DCO, DDC or Trust Leader may require from time to time.

COMMON ROLES OF ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents/carers and wider community, the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust, where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional Requirements:

- The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust’s Equal Opportunities Policy and Use of ICT Policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

JOB AGREEMENT

The postholder will be line managed and appraisal managed by: Data Controller

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Postholder)

_____ Signed by (Headteacher)

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> GCSE Grade C or equivalent in English and Maths Recent and relevant continued professional development Right to work in the UK 	<ul style="list-style-type: none"> Degree level qualification or equivalent
Knowledge and Experience	<ul style="list-style-type: none"> Strong data analytical skills that have been demonstrated in providing data effectiveness in a resource-constrained environment. In depth knowledge of scripting and database systems (high level of 'computer literacy') Accomplished IT skills Experience of preparing written data analytical reports including the effective use of different reporting mechanisms Previous experience in communicating data effectively to a range of stakeholders Previous experience in building effective teams, developing staff and managing external business relationships and networks 	<ul style="list-style-type: none"> Proven experience of data functions within education preferably across at least the 11-18 age range Previous experience with School Management Information Systems (MIS) Range of experience with multiple MIS systems (including SIMs)
Personal Attributes	<ul style="list-style-type: none"> Strong intellect and an ability and willingness to work well in an intellectually challenging environment The ability to develop and maintain effective working relationship with a wide range of internal and external stakeholders An excellent communicator, both in person and in writing, with highly developed interpersonal skills and emotional intelligence A robust character who is able to balance a strong regard for data integrity and risk-management with competition for resources while adopting a 'can-do' attitude Results focused – capable of setting objectives and delivering these to timetable Takes a direct and hands-on approach to work where appropriate – unafraid to step in to achieve outcomes Able to think creatively/laterally in order to discover the solution to a problem Drive and energy commensurate with making a success of a new project over a short-medium time horizon A passion for education and a commitment to its role in transforming individuals' chances of success 	

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit <https://www.rgtrustschool.net/vacancies> and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date and how you meet the criteria set out within the job description and person specification.
- Provide two professional references, one of whom must be your current/most recent employer.

Deadline for applications to be received is **Tuesday 5th July 2022, 9am.**





Royal Greenwich Trust School

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