



Alsop High School



APPLICATION PACK

ACADEMY:	Alsop High School
ROLE:	Data & Assessment Manager
START DATE:	Immediate start
SALARY:	FTE: £33,024- £37,366 Actual: £30,051 - £34,003 (Competitive salary available for the right candidate/experience)
GRADE:	Grade 6 SCP 24-29



“I have worked at Alsop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsop has offered, which has led me into my current role of Assistant Headteacher.

Alsop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond”.

Kathy Begley

Assistant Headteacher



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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



MESSAGE FROM THE TRUST

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. We have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of the Ofsted Inspections of four Primary Schools, with three schools retaining their 'Good' judgments and one retaining 'Outstanding'.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr Christian Wilcocks
CEO Omega Multi-Academy Trust



MESSAGE FROM EXECUTIVE PRINCIPAL

It is my pleasure to welcome you to Alsop High School.

I am delighted that you are considering joining our community. Alsop High School is the largest secondary school in the vibrant city of Liverpool, with 1500 students across Key Stage 3-5. We have been at the heart of the Walton community for over 100 years.

As the Executive Principal of this warm and wonderful school, which is part of Omega Multi-Academy Trust, I feel both proud and privileged to lead our mission of 'Achieving Excellence Together.' At Alsop High School, excellence means seeking 1% improvements every day in all that we do, for both staff and students. We are looking for talented, committed and passionate colleagues to join us on this journey to excellence.

New colleagues often highlight the support from others and the team ethos is a real strength of our school. Built upon our three core values of *Ambition*, *Respect*, and *Community* and aligned with the Omega Multi-Academy Trust mission, we strive to provide the best possible school experience for every child and to be the best employer we can be. We consider the workload and wellbeing of our staff to be our greatest resource, which means that we place a high value on managing the amount of work given to staff and ensuring that their overall wellbeing is considered.

I will always expect our staff to treat the children in our care as they would their own. One of my favourite quotes is, "*children's learning is not a rehearsal; they never get a second chance.*" We want ambitious staff who are passionate about maintaining the highest standards every day to ensure that every moment of students learning is as effective and enriching as possible.

We aim to cultivate a warm, family-like work environment and seek to recruit and retain dynamic and inspirational staff who share our vision and commitment. As part of the Omega Multi-Academy Trust, colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level. We plan to "train staff so well that they can leave but treat them so well they don't want to."



We offer flexible working arrangements and a wide range of CPD opportunities for staff. While we love working in education, we recognise its challenges, which is why your wellbeing is always a priority for us, from emotional support to regular workload management.

As part of a trust, we offer all staff exclusive access to our wellbeing and benefits app “Omega MAT Plus+.” This app provides a gateway to a wide range of exciting benefits, including an Employee Assistance Programme with 24/7 health and wellbeing support, access to GP video appointments and discounts and savings at many high street stores and big brands.

We believe that a diverse and inclusive workforce is essential, drawing from a range of talents, backgrounds and experiences and striving to represent the community we serve. Ultimately, it is the children and young people who will benefit the most, so this is the perfect opportunity to work in an innovative and creative school. We strongly encourage all potential applicants to visit us or get in touch for an informal conversation prior to the interview. We are happy to welcome visitors for an informal tour at any time.

I look forward to meeting you.

Yours faithfully,



Mr J Kerfoot
Executive Principal



JOB DESCRIPTION

Job Title:	Data & Assessment Manager
Academy:	Alsop High School
Salary:	FTE: £33,024-£37,336 Actual: £30,458- £34,435 (Competitive salary available for the right candidate/experience)
Grade:	6, SCP 24-29
Accountable to:	School Business Manager Assistant Principal Director of Education (Trust)
Start date:	As soon as possible
Closing date:	Monday 21st October 2024 9am
Contract Type:	Permanent -Term time plus 4 weeks (20 days)

We are a school on a mission and our vision is clear – to provide the best possible school experience for every child in our school community so that their life chances are transformed. To support us on this mission, we are seeking to appoint a an innovative, professional and highly motivated Data & Assessment Officer.

Core Purpose

To be responsible for the leading and developing of technical support across all Data & Assessment systems, including the School's MIS, to produce all systems and processes related to the Assessment Calendar, Data Systems and Timetabling modules.

To provide administrative and whole school organisational support, in particular the provision of administrative support to the Quality of Education Team (QoE) with the collating and presenting of data across the school.

You will lead, manage and support all aspects of data including information, assessment and internal examinations ensuring that an efficient, effective and proactive service is provided. To enable and facilitate access to information and reporting mechanisms for all staff, by creating new formats and solutions.



Key Duties and Responsibilities

Assessment, Recording and Reporting

- Work closely with the Trust Data & Systems Manager and School SLT to develop and support systems which provide data to facilitate school improvement.
- To manage assessment entry system on the school's MIS; working with Deputy Headteacher- Quality of Education and Assistant Headteacher-, Assessment, on all aspects of student reporting e.g., progress reporting after each Assessment point.
- The updating and the extraction of information and reports as directed by the Assessment calendar.
- To manage the achievement reporting system SISRA.
- Build MIS reports, progress reports and templates in readiness for populating.
- Ensure information and data for parent reports are completed in time for production and distribution.
- To liaise with external organisations (e.g. FFT, GL Assessments and others) to ensure consistency of provision.
- To manage the input of all student's prior attainment data along with the Special Educational Needs Administrator, SEN and Learning Difficulties and/or Disabilities (LDD) categories.
- To analyse and distribute student attainment data: CATs, SATs, report grades, examination results, gender information, student groups for use in target setting, prior attainment information, Ofsted analysis, etc.
- To support SLT lead in the production of student targets in line with current target setting procedures.
- To work proactively alongside the Exams Officer during key periods of internal and external examinations.

Student Data

- To update all student data across all Key Stages
- To provide administrative support to the SLT Lead for Options and coordinate the Year 9 Options process
- To coordinate the admissions process for Year 6.
- To import and export CTF Files from the system.
- To mark students as leavers.
- To obtain and upload KS2 prior attainment data of new students.
- To import pupil premium data file and update pupil premium data in MIS.



- To liaise with colleagues to produce weekly reports / analysis on internal data such as Attendance, Achievement Points and Behaviour Points.
- To be responsible for the effective administration of collection, collation, distribution and analysis of data.

MIS and Timetable Admin

- To have responsibility for the accurate completion of the Census including Post 16 census – working with various data teams to ensure data is recorded correctly and securely into the MIS and uploaded to external partners when needed.
- To effectively manage and maintain the MIS, ensuring all aspects are running correctly and all staff competent and efficient in its use.
- Provide the first line of support to staff with regards to MIS and data production.
- To oversee ‘Course Manager’ and prepare a new academic year calendar in the MIS.
- Promote students into the new academic year structure incrementing their curriculum years, ensuring and managing a smooth transition from one academic year to the next with all sections of the MIS.
- Update and apply periodic and casual timetable changes to set lists, teachers, and rooms.
- Manage and maintain all data and information held on the school’s systems and within the MIS.
- To ensure that the School complies with the regulations of the Data Protection Act.
- Ensure periodic cleansing of data on MIS systems and other internal data systems.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle

English Teacher



PERSON SPECIFICATION

Academy: Alsop High School

Job Title: Data & Assessment Manager

You should be able to demonstrate that you meet the following criteria which are all essential

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

QUALIFICATIONS		
D	Experience in the administration of internal data & assessment systems.	A/I
D	Experience of data reporting processes	A/I
D	Working knowledge of school Management Information Systems (MIS)	A/I
D	Experience of developing plans and strategies for future implementation.	A/I

KNOWLEDGE AND UNDERSTANDING		
E	Have excellent IT skills including MS Office, particularly Excel.	A/I
E	Excellent verbal and written communication skills to ensure effective communication with colleagues, students and other professionals.	A/I /R
E	Ability to build and form good relationships with students, colleagues and other professionals.	A/I /R
E	Ability to work constructively as part of a team understanding the roles and responsibilities of others	A/I /R



KNOWLEDGE AND UNDERSTANDING		
D	Knowledge and understanding of school Assessment Recording and Reporting systems and associated software	A/I/R
D	Excellent analytical skills to dissect information in order to accurately complete and maintain records and produce complex reports and returns	A/I/R
D	Be self-motivated and pro-active with the ability to act on your own initiative.	A/I/R
D	Ability to plan own workload, and to meet tight deadlines whilst working under pressure.	A/I/R

PERSONAL QUALITIES AND SKILLS		
E	Able to work flexibly, switching between tasks and priorities at short notice, and responding to unplanned situations.	A/I/R
E	Committed to continuing personal professional development	A/I/R
E	Able to identify, recommend and where approved, implement improvements to processes and procedures	A/I/R
E	Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.	A/I/R
E	Able to maintain issues of confidentiality within the working	A/I/R
E	Willingness to uphold the Catholic Ethos of the school	A/I

ADDITIONAL FACTORS		
E	A commitment to raising achievement across the whole age and ability range	A/I
E	Willingness to be involved in extra-curricular activities	A/I
E	Driven towards achieving results for all	A/I
E	Commitment to developing links with parents and the wider community	A/I

PRE-EMPLOYMENT CHECKS		
E	Positive recommendation from all referees, including current employer	RI
E	DBS Clearance post appointment	N/A



THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information.

If you wish to apply for this post with Omega Multi-Academy Trust, then you should follow the below steps:

- If you would like to discuss this role with a member of the Senior Leadership Team or organise a visit to our school, then please email office@ahs.omegamat.co.uk with your request and we will coordinate a mutually convenient date and time to visit.
- Download and complete the Omega Multi-Academy Trust application form
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below
PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

Closing Date: Monday 21st October 9am



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

Dave Taylor

Pastoral Support officer



STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Everyday Discounts

Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



Home Technology

An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



Cycle to Work

An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Health Club Membership

Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



STAFF WELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



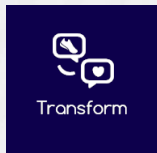
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



ALSOP HIGH SCHOOL

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