



Part of the
Ted Wragg TRUST

MAP Secondary Data Manager

At MAP, we have a clear and ambitious mission: to provide every student with the opportunity to get to and through university. By achieving this, we enable all students to excel in top careers and live the best lives. Our community is built on three core values that guide everything we do: Aim High, Be Kind and Dont give up



TABLE OF CONTENTS

• Key Details	1
• How to Apply	1
• About	2
• A Warm Welcome from our CEO	3
• Job Description	4
• Person Specification	5
• #lifeattedwragg	6
• The Ted Wragg Institute	7
• Our Ted Wragg Standard	8
• Our Benefits	9
• Our Trust Journey	10



Key Details

Salary

Grade E

Location

MAP Secondary

Hours

37

Interviews

ASAP

Closing date

25th August 2025

Required from

September 2025

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How to apply

For an informal conversation about the position please contact SLT Admin at sltadmin@marineacademy.org.uk

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.



About MAP Secondary



Welcome from the Principal

Thank you for your interest in joining our community at this exciting time in the journey of our school. Driven by our passion for social justice, we are incredibly proud to have recently been rated 'Good' by Ofsted, and are now striving to become a beacon of national excellence, eager to redefine what is possible in education. Our mission is ambitious yet clear: to provide every student with the opportunity to get to and through university. By achieving this, we empower our students to excel in top careers and live the best possible lives.

To work here, you must believe in the importance of setting the highest expectations for both student behaviour and academic achievement. We believe that exceptional conduct is crucial to maintaining a safe and happy environment for all and we support our teachers in delivering an unashamedly academic curriculum, where they teach as the subject experts in a calm, purposeful environment. Equally, we believe that joy and community are just as crucial to our school culture. We encourage all staff to create warm, positive relationships and bring moments of joy to students. Our innovative rewards and celebration systems go above and beyond those of other schools, ensuring that students feel valued and recognised for their achievements. This balance of high expectations and a joyful, supportive atmosphere helps our students reach their full potential while building a strong, connected community.

At our school, we believe that the well-being of our staff is fundamental to our success. That's why we are committed to enabling a healthy work-life balance and providing ongoing professional development for all staff, at every level and in every role. We deeply value the contributions of every member of our team, knowing that a culture of collaboration is essential to ensuring our academy continues to improve and evolve. You will also benefit from being part of the Ted Wragg Trust, an ambitious and inclusive family of schools that shares our belief in the transformative power of education. Being a part of this network enables us to collaborate with some of the best leaders, teachers, and communities, further enriching our educational environment and enhancing the opportunities available to both staff and students.

If you share our vision and are passionate about making a real difference in the lives of young people, we would be delighted to welcome you to our school.

Warmest Regards,

Jen Brimming
Principal



A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow our Headteachers**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



Job Description

Job Description

Job Title:	Data Manager
Location:	Marine Academy Plymouth
Responsible To:	AAP- Data
Salary Grade:	Grade E
Contract:	Permanent, Full- or part-time hours available.

1. Key Purpose of Job

To ensure the smooth running of the MIS system. To provide timely and accurate data to inform Academy improvement strategies. To manage and maintain the Management Information System.



2. List Key Duties and accountabilities of the post

To support the Leadership Team to provide analyses of internal and external data, as requested

To prepare, maintain and interrogate the data reporting package for student assessments, ensuring data is complete and up-to-date

To design forms to report results to parents from data held and produce reports for parents within the reporting cycle deadlines

To prepare analyses for teaching staff and support subject areas as necessary to monitor and evaluate the value of the data they produce

To contribute to the development and review of whole school data-related policies and timelines.

To prepare subject reports for Heads of Department

To ensure that manual and computerised student assessment information is kept up-to-date, i.e. student data, groups, etc

To develop and maintain the Academy's Management Information System, updating staff training to ensure that the data facilities are fully and effectively utilised

To maintain Bromcom modules/4Matrix for assessment and reporting

To be responsible for data input of all internal and external examination results using Assessment Manager, using own initiative to develop systems that meet the needs of the Academy to ensure accurate reporting of examination results and pupil information

To be responsible for the collation and analysis of performance data, including CAT tests, Pre-Public Exam data, Key Stage 3, 4 & 5 results, GCSE and equivalent results

To assist with timetable changes during the year

Effectively maintain the MIS system (Bromcom) to ensure accuracy of all student data

Ensure all data information is held appropriately following GDPR regulations and guidelines.

Be responsible for the accurate preparation of statutory census returns three times a year ensuring deadlines are met

To support the timetabler with groupings and other inputs into Bromcom for class lists

To ensure the security of data in the Academy

To attend relevant internal/external meetings

To undertake relevant continuing professional development

To undertake general administration duties as required

Job Description

3. Working Environment & Conditions of the post

The post is based at Marine Academy Plymouth, however the post holder may be required to travel and work at other sites from time to time to enable effectively deployment of the responsibilities of this position.

4. Other Duties

To undertake additional duties as required, commensurate with the level of the job.

To contribute to the effective working of the school

Maintain positive, professional relationships with students, parent/carers and teachers

Maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld

To participate in induction training, staff review processes and professional development opportunities

5. Other Information

All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.

The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and school vehicles.

The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.

The post-holder is expected to familiarise themselves with and adhere to all relevant Academy Policies and Procedures.

The post-holder must comply with the Schools Health and Safety requirements.

This post is based at Marine Academy Plymouth, but the post holder may be required to travel or work within other partnership schools within the Trust upon request.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons that they are responsible for or come into contact with.

Person Specification

Person Specification

	Essential / Desirable	Evidence
Qualifications and Experience:		
Minimum GCSE A* - C (level 4 or above) in English & Maths	E	A,C,I,R
MIS/Business Administration qualification	D	A,C,I,R
Experience working in a busy administration office environment	E	A,I,R
Managing and maintaining data bases	D	A,I,R
Supporting and developing administrative systems	E	A,I,R
Strong level of IT literacy particularly in the use of MS Office products	E	A,I,R
Strong oral and written communication skills at all levels of the organisation	E	A,I,R
Ability to work to tight deadlines and be able to re-prioritise at short notice	E	A,I,R
Knowledge and understanding of data protection and GDPR legislation	E	A,I,R
Knowledge and understanding of the requirement for Education based data returns	D	A,I,R
Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	E	A,I,R
Effective team player	E	A,I,R
Ability to work under pressure and remain calm in difficult situations	E	A,I,R
Ability to use own initiative and to work independently and also to work as part of a team	E	A,I,R
Act as a role model to staff and children	E	A,I,R
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E	I,R
Ability to fulfil all spoken aspects of the role with confidence and fluency in English	E	A,I,R
This post is subject to an enhanced DBS disclosure	E	A,I,R

Key to Evidence: A – Application Form & Letter, C – Certificates, I – Interview, R – Reference

Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks



#lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at www.tedwraggtrust.co.uk/workwithus

Love coming to work



Experience high quality development



Inspire others



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical,
not time span



Practice-Based

Create new habits



Domain-Specific

Create new habits



External Expertise

Challenge the familiar
& refresh ideas



Professional Buy-In

Purpose & benefits
eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



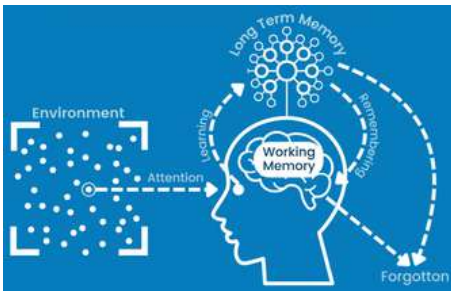
Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.

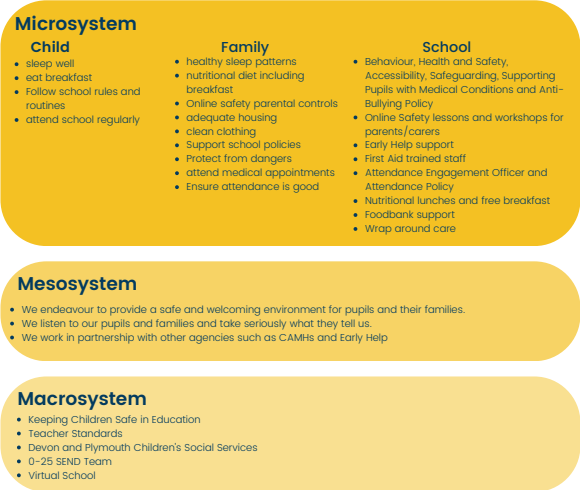


Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.



Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



Up to 10% off all Pure Gyms



up to the value of £2,000.



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



Family friendly policies and flexible working opportunities



Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.





Part of the
Ted Wragg TRUST

Thank you for your
interest in working for
us!

