



Appointment of Data Manager and Exams Officer



Reach Academy
Feltham

ASAP start date

Closing date: 30th September 2021



Reach Academy Feltham
exists to transform the
lives of our pupils by
giving them the skills,
attitudes and attributes to
flourish in any career and
live happy and healthy
lives, full of choices and
opportunities.

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**Tutor
Fellow**

**Associate
Assistant
Headteacher**

Claire Couves



"I get to work with a team of incredible teachers and leaders who are committed to achieving our shared vision. I am constantly inspired by my colleagues and supported to develop."

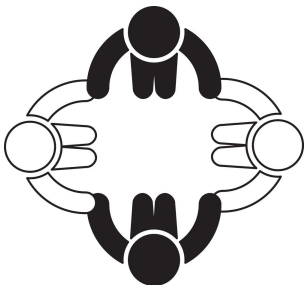
"The mission and ethos of Reach Academy permeates everything that we do.

There is a genuine can-do attitude amongst staff that makes Reach a fun place to work.

If you are passionate about making a difference, then Reach is the place for you."



Juan Pedroza,
Volunteer at Reach (2012)
to Head of Phase 1 (2021)



We work as a **team** to ensure the best education for our children.



We strive to be better everyday. Weekly **coaching** is key to this.



We take care of each other. We welcome **flexible** work & families.



43%

of pupils are eligible for the
Pupil Premium Grant.

36%

of pupils are eligible for Free
School Meals.

52%

of pupils have English as an
Additional Language.

With only 60 pupils per year group our school is **SMALL**

We educate children from the age of 2-19 years **ALL-THROUGH**

For all children we have unashamedly **HIGH EXPECTATIONS**

We train teachers to be the very best **THEY CAN BE**

We work hard because we believe in the **VISION**

JOB DESCRIPTION

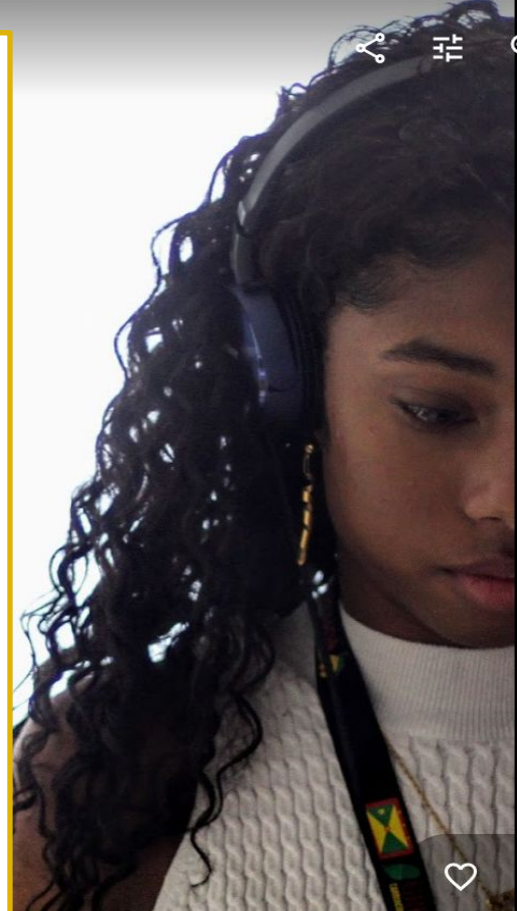
Data Manager and Exams Officer

Reports to: Senior Leader

Start date: ASAP

Salary: £30,000 - £40,000 (depending on experience)

Contract term: Permanent



The Role

The role will involve hands on approach to management and maintenance of the Academy's Data and Assessment systems.

The successful candidate will share the school's vision and the belief that all young people can achieve at high levels.

The ideal candidate will have proven skills in being able to manage data successfully to support and improve teaching and learning. They should be someone who is highly skilled at manipulating and analysing data on Microsoft Excel and will have experience of working in a school environment with knowledge of School Management Information Systems and other school packages.

Job Purpose

This is a crucial role in the school, where you will, develop and maintain the School's use of data across the School. You will produce and develop clear, concise, accurate information reports to raise standards of teacher, subject, department and pupil performance.

You will be highly organised, able to work at a fast pace and enjoy communication with a wide range of people.

Main Responsibilities

- To work with the Assessment Lead to provide all data analysis and produce in-depth, relevant, and user-friendly reports to enable staff and governors to monitor and track pupil achievement throughout the school
- Co-ordination and completion of statistical examination, assessment & government returns
- Create and oversee the maintenance of the assessment database and ensure that assessment data held on pupils is accurate and complete
- Manage all data analysis and produce in-depth, relevant and user-friendly reports to enable staff and governors to monitor and track pupil achievement throughout
- Create up a bank of reports as required which can be used and accessed when needed by staff
- Set up and manage systems for tracking the progress of pupils at each key stage
- Set up and maintain subject specific mark sheets in line with school policy
- Ensure and manage the smooth transition from one academic year to the next with all sections of our MIS
- Ensure that census returns, attendance reports and other school data returns are accurate and submitted ahead of deadlines.
- Organise all arrangements for all public examinations (e.g. GCSE, BTEC and A Level and Oxbridge examinations) and internal examinations. This includes, but is not limited to, the management of timetables, making examination entries, organisation of accommodation, invigilation arrangements and liaising with staff, students and parents over arrangements as required.

Person Specification

- Qualified to degree level and above (R)
- Experience of working with and manipulating data (R).
- Values driven (R);
- Excellent communication & organisational skills (R);
- Excellent accuracy and attention to detail (R)
- Experience working in a school environment (D);
- Experience using databases to manage information (R).


We will invest in any necessary training for you.



R = Required
D = Desired

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.





“My favourite thing about Reach Academy is the teachers. They are all so dedicated and supportive and you can really feel it around the school.”

Keira



Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

Reference checking References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.

JOIN OUR TEAM



Reach Academy
Feltham

recruitment@reachacademy.org.uk