

Welcome from the CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our vision of 'Excellence in Education.' As a community of schools, we strive to achieve this through our relentless commitment to compassion, respect and ambition for all our students, with the potential of every individual within our community valued. As a result of this ambition, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with our staff, to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager / Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk

I hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley

Ascend Learning Trust CEO Designate

Band / Salary / Hours

Grade: O

Salary: £47,573-£49,590 (DOE)

Contract: Permanent, Full time (Flexible working considered)

Start Date: TBC

Closing Date: Midnight Sunday 11th June 2023

Interview Dates: Monday 19th June 2023

How to Apply

To apply please ensure you complete an application form available from the Trust website www.ascendlearningtrust.org.uk or complete the online application. Applications should be submitted via recruitment@ascendlearningtrust.org.uk

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

Job Description

Role Summary:

- Oversee the development and implementation of Ascend's data strategy for its schools, ensuring internal and external stakeholders have access to reliable and timely data on all aspects of school performance.
- Undertake the production, interpretation and analysis of data in line with the Trust's requirements, reporting on a range of performance data and information relating to all areas of work.

Key Accountabilities:

- Act as the first point of contact for Ascend data enquiries from stakeholders, such as: Education Directors, LGBs, schools and internal Trust teams.
- Provide support and training for users to ensure consistent use and application of the Trust's data collection and analysis processes.
- Lead a community of practice, providing advice, guidance and support to staff collating data around the Trust, ensuring standardised practices are implemented and maintained.
- Provide the Education Directors and senior leaders with appropriate data to enable comparison of the educational performance of Ascend schools to support and inform the development of school improvement planning.
- Mine data sources to produce statistical analyses of pupil examination and local authority data for use by Ascend to inform delivery, development and improvement plans.
- Analyse data sources and interpret operational data to provide information that equips Ascend's Education Executive Team and Trustees to establish progress and appropriate performance targets and identifies possible areas of opportunity for improvement in school performance and Trust operations.
- Design and produce reports to evaluate and provide evidence of the impact of key educational initiatives and intervention implemented at a school, cluster or Trust wide level.
- Prepare data for presentations and reports to managers, Trustees and other stakeholder groups to enable them to determine the best course of action for improvement and development.
- Support the Ascend Education Executive Team with activities such as:
 - Due diligence of new schools being considered to join the Trust.
 - The Annual Assessment processes.

- o Identification of schools within the Trust to work with each other in areas where one school has identified strengths and another correlating weakness.

The role involves regular communication with the Chief Executive, Education Directors and senior leaders around the organisation. This job description needs to be considered in the context of a developing and evolving situation and therefore the responsibilities described may need to be adapted to meet changing needs.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Person Specification

Knowledge & Skills:

- Experience of analysing educational data to provide senior leaders and school leaders with a clear picture of educational performance and priorities for educational improvement. (E)
 - Demonstrable experience in measuring strategic performance, developing key performance indicators and action planning. (E)
 - Experience at Local Authority level. (D)
 - Experience of facilitating the sharing of best practice, information and know-how. (D)
 - The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. (E)
 - Excellent analytical and research skills with concern for detail which is sufficient to always maintain a high level of accuracy. (E)
 - Ability to communicate with a range of education, professionals and external educational organisations providing advice and information based on data analysis. (E)
 - Well-developed organisational skills with ability to work under pressure to meet tight deadlines. (E)
 - Proficient in the use of analytical packages & knowledge of MI systems to meet business need. (E)
 - Presentation and written communication skills must be highly developed to prepare reports and papers for consideration by Education Executive Team and other senior external stakeholders. (E)
 - Concern for detail must be sufficient to maintain a high level of accuracy at all times. (E)
- Ability to think strategically whilst demonstrating a practical and can-do attitude is essential. (E)

Qualifications:

- Knowledge of the education system, the different factors that influence achievement and understanding of the use of data in an educational context. (E)
- Educated to degree level or beyond with knowledge and experience of statistical methodologies and techniques at degree level or above. (D)
- Good understanding of the connections between data analysis and school improvement. (D)
- Member or Associate of professional body. (D)

About Ascend Learning Trust

The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those which are essential in Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

We offer Compassion – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

We seek and offer Respect for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting staff as they progress their careers in school and pupils on leaving school.

We seek and hold Ambition for our Ascend Learning Trust community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

Work for Us

As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:

Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession. We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

Benefits

We also offer an excellent staff benefit package which includes discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school.

This includes:

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,
- Trained Mental Health First Aiders in all schools, and Central Team.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment.

If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Health checks

Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at short-listing stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.