



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust



DIOCESE of **SALFORD**

# HEAD OF DATA AND INSIGHTS

## Applicant Information Pack



**MAKE CHRIST** *known;*  
**MAKING LIVES** *better*



## Welcome from the CEO

**On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Head of Data and Insights.**

Our Trust Mission is simple, it is to make Christ known, and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise 21 schools: 17 primary and four secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey. Before the end of the calendar year, three further schools will have joined us.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents that we make a difference to all our children and young people, regardless of their location.

Over the last twelve months we have worked incredibly hard to align our organisation into four critical functions. We have been fortunate enough to recruit candidates to lead our operations, finance, information and performance functions. As part of that development, we are now looking to appoint to the role of Head of Data & Insights. This is a role with great scope and great potential and will play a critical role in the development of our Trust. I would suggest all potential candidates take some time to review our Trust website so they get a sense of the organisation we are going to build together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris Foley'.

Chris Foley  
**Catholic Senior Executive Leader (CEO)**







## About the Trust

Our Trust began in 2017, and we currently comprise 21 schools: 17 primary and four secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust will continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

### Our Mission

Our Trust Mission is simple, it is to make Christ known, making lives better for our communities, our children and young people.

### Our Values:



#### Hope

Inspired by St Teresa of Calcutta, we are people of hope. We have a complete belief in the future we will build together. By offering our children, staff and schools' opportunities to grow and flourish, we make aspiration and ambition a reality. Our people, just like St Teresa are relentless and fiercely ambitious. We will always reach for that which seems to be just out of our grasp.



#### Courage

As modelled for us by St Teresa of Calcutta, we will have the courage to do what is right. As a community, we will not shy away from making decisions that ensure our communities thrive. We will be brave in our actions. As a truly Catholic organisation this courage will be most apparent in how we collectively support the most vulnerable.



#### Innovation

St Teresa of Calcutta changed the world. Together, we will always be pursuing new ideas and best practice in all areas of our work. We will prepare our children and young people for the world that awaits them. A world which they will shape and change.







## About the Role

This is an exciting opportunity to join the Trust as it enters a period of significant growth. The successful candidate will help shape the way that data is managed across all our schools.

### The successful candidate will:

- Work closely with the Trust Strategic Leadership Group and school leadership teams to develop and support systems which provide data to facilitate organizational decision-making and improvement.
- Lead the Trust Data team to provide comprehensive support to all schools in the Trust in relation to managing MIS.
- Support the ongoing development of the Trust MIS to ensure it is used effectively within all STOC schools by pre-empting any development required.
- Lead a professional Learning Network, providing advice, guidance and support to staff collating data around the Trust ensuring standardised practices are implemented and maintained.
- Liaise with external organisations (e.g. FFT, NFER, GL Assessments and others) to ensure consistency of provision.
- Lead on the design and set-up of systems for the capture of school level data for attainment and progress and all other educational KPI's within Trust schools at school, subject and teacher level.
- Lead on the design and set up of systems for the capture of school level data for behaviour, attendance and safeguarding within all Trust schools at school, phase and teacher level (where appropriate).

The St Teresa of Calcutta Catholic Academy Trust is committed to promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Please send all queries to [recruitment@stoccat.org.uk](mailto:recruitment@stoccat.org.uk).

### We can offer:

- Be a member of a forward-thinking and innovative leadership team, driving excellence across our Trust.
- Lead a thriving Catholic academy as part of a growing family of schools across Bury, Bolton, Rochdale, Salford, and Wigan.
- Work with a caring and engaged group of stakeholders who share a commitment to delivering the highest standards for our children.
- Benefit from a dedicated and highly supportive Central Team and Trust Board, with a clear vision and ambitious aspirations for the Trust.
- Receive tailored support for your professional and spiritual development from both the Academy Trust and the Diocese.
- Collaborate with excellent local and borough-wide networks, enhancing opportunities for innovation and best practice.
- Enjoy a generous 22.7% Local Government Pension employer contribution.
- A variety of onsite events, including weekly pop-up shops.





### Job Description

<b>Post:</b>	<b>Head of Data &amp; Insights</b>
<b>Pay Scale:</b>	<b>HOS1 - HOS4</b>
<b>Responsible to:</b>	<b>Chief Information Officer</b>
<b>Main Location:</b>	<b>STOC Central Office with travel to other sites</b>

### Main Duties

- Work closely with the Trust Strategic Leadership Group and school leadership teams to develop and support systems which provide data to facilitate organisational decision making and improvement.
- Lead the Trust Data Team to provide comprehensive support to all schools in the Trust in relation to managing its MIS.
- Provide Trust-wide expertise, and relevant training, in all aspects of its commonly used Management Information System (Arbor) and other core data handling systems.
- To create training programmes that ensure that STOC staff possess the skills and understanding to fully utilise the Management Information System and data handling systems at their disposal.
- Lead a Professional Learning Network, providing advice, guidance and support to staff collating data around the Trust ensuring standardised practices are implemented and maintained.
- Lead the Trust Data Team to manage, co-ordinate and present the performance data of STOC and its schools to Trust leaders and other audiences (including governance committees) for the purpose of evaluation of performance.
- To take responsibility for all statutory returns including those to DfE at census points.
- To liaise with Exams Officers to ensure that fail-safe processes are consistently applied to all schools to ensure the appropriate management of data management relating to external examinations/assessments.
- To work with Exams Officers, where applicable, to plan for and deliver exam results in accordance with the timescales specified by the school.
- To support the ongoing development of the Trust MIS to ensure it is used effectively within all STOC schools by pre-empting any development required.
- To attend meetings to interpret, scope and implement change regarding data.
- To develop new data systems to respond to the changing needs of the Trust as it grows.
- To liaise with external organisations (e.g., FFT, NFER, GL Assessments and others) to ensure consistency of provision.
- To be accountable for the use of data systems in raising standards and performance across all Trust schools.
- To ensure target setting is consistent across the Trust.
- To lead on the design and set up of systems for the capture of school level data for attainment and progress and all other educational KPIs within Trust schools at school, subject and teacher level.



- To lead on the design and set up of systems for the capture of school level data for behaviour, attendance and safeguarding within all Trust schools at school, phase and teacher level (where appropriate).
- To create custom reports for data in all areas.
- To read and interpret DfE technical guidance on data, including Statistical First Release.
- To ensure that data systems are updated in line with changes to technical guidance.
- To disseminate changes in policy and practice to key stakeholders, including Trust and school leaders and data administrators.
- To advise schools and staff (including Headteachers and Chief Performance Officers) on methods of accessing information and to provide in-house training on data target setting, interpretation, results and findings.
- To ensure accuracy and timely submission of pupil and workforce census returns.
- To lead the Trust Data Team to ensure successful curriculum management by maintaining the associated MIS modules.
- Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.

#### **Data Protection:**

- To line manage the Trust DPO to ensure the Trust, its employees and key stakeholders are aware of their data protection obligations under the Data Protection Acts (including GDPR) and support and drive the implementation and adherence to all required standards.
- Through the line management of the Trust DPO, to update Data Protection and Freedom of Information policies and procedures, this will include awareness training, and training of staff involved in processing operations, and providing guidance on any rectification issues.
- Through the line management of the Trust DPO, to identify changes/new processes for the use of data (email, telephone, direct mail, other electronic communication) that need to be introduced to manage user records correctly, to comply with Data Protection and Privacy (legal and best practice) recommendations
- Through the line management of the Trust DPO, to carry out Data Protection Impact Assessments (DPIAs), as advised by the Data Protection Officer, or work with Trust staff to produce these.
- Through the line management of the Trust DPO, to liaise with other organisations that process data on our behalf to ensure they comply with Data Protection law.
- Through the line management of the Trust DPO, to act as a point of contact for individuals and manage all Freedom of Information requests to ensure they are addressed and comply with legal requirements.
- Through the line management of the Trust DPO, to act as a point of contact for individuals (data subjects) and manage all Subject Access Requests to ensure they are addressed and comply with legal requirements.
- Through the line management of the Trust DPO, to liaise with other organisations that process data on our behalf to ensure they comply with data protection law.
- Through the line management of the Trust DPO, to provide guidance and support on how to deal with data breaches.
- Through the line management of the Trust DPO, to provide any staff awareness training required in relation to data protection.
- To update and monitor Trust data mapping.



- Through the line management of the Trust DPO, to monitor the Records Management policy, update retention schedules, encompassing both paper and electronic records, ensuring compliance with regulatory requirements.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Ability to relate well to children and adults.

### **Professional standards and development**

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

### **Continuing professional development and formation**

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.





*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.*

<b>Person Specification</b>		
<b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
Educated to degree level, or equivalent, in a relevant discipline	Desirable	A/I/C
Evidence of commitment to updating knowledge through regular CPD	Essential	A/I
Further professional development in relevant fields	Essential	A/I/C
<b>Knowledge &amp; Experience</b>		
Knowledge of relevant legislation and guidance with regards to data management	Essential	A/I
Experience of analysing and interpreting education performance data	Essential	A/I
Experience of data and system management in an academy/school, local authority or education setting	Essential	A/I
Experience of working with data analysis tools and software to interrogate data	Essential	A/I/R
Experience of producing reports for a variety of different audiences	Essential	A/I
Experience of planning and providing in-house training to colleagues	Essential	A/I





An understanding of the principles and practices of good data management and how these contribute to operational planning and delivery	Essential	A/I
Excellent and proven record of working with School Management Information Systems (ideally Arbor)	Desirable	A/I
Experience of the use of an implementation of GDPR practices	Desirable	
Full understanding of relevant codes of practice and awareness of relevant legislation of working in an education setting	Desirable	A/I
<b>Personal characteristics</b>		
Demonstrate personal and professional integrity, including modelling values and vision	Essential	A/I
Ability to be adaptable and work flexibly across the Trust	Essential	A/I
Commitment to promote and support the aims and values of the St Teresa of Calcutta Catholic Academy Trust	Essential	A/I
Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness	Essential	A/I
Ability to work under pressure with limited supervision	Essential	A/I
To be discreet in dealing with sensitive matters and collaborative working with executive leaders	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R



# HOW TO APPLY

Please complete the online application form accessible via St Teresa of Calcutta Catholic Academy Trust website.

The closing date for this position is:

**Midnight Wednesday 9 July 2025.**

Shortlisting will take place on:

**Thursday 10 July 2025.**

Interviews will take place on:

**Thursday 17 July 2025.**

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

The post you are applying for is covered by the Rehabilitation of Offenders Act 1074 (Exceptions) Order 1975 (as amended in 2013). All appointments will be subject to an enhanced DBS check including Children's barred list check and satisfactory references, including your suitability to work with children. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.

Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance. All shortlisted applicants will be required to complete a form for self-disclosure of cautions and convictions.

