



Head of Data & Systems

Job Title:	Head of Data & Systems
Pay Scale:	Leadership scale L7-12 Outer London Weighting
Reports to:	Chief Operating Officer (COO)
Main purpose of the post:	
<p>This is a senior appointment to lead, develop, and implement innovative data, systems and IT strategies, enhancing decision-making, operational efficiency, and educational outcomes across LEO Academy Trust's growing schools.</p>	
Employment Duties:	
<p>This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.</p> <p>In particular, in the following key areas:</p> <ul style="list-style-type: none"> ● Strategic Leadership and Innovation ● Data Governance and Compliance ● Systems Optimisation and Data Management ● Capacity Building and Stakeholder Engagement ● Operational Excellence and Reporting 	
Key Tasks and Activities:	
Strategic Leadership	
<ul style="list-style-type: none"> ● Develop, implement, and continually refine a comprehensive data, systems and IT strategy aligned with the Trust's vision and strategic objectives. ● Lead innovation initiatives, exploring emerging technologies such as AI and automation to enhance operational and educational outcomes. ● Act as a key adviser to the executive team on data-driven decision-making and technological advancements. 	
Data Governance	



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- Establish and oversee data governance frameworks, ensuring data quality, consistency, and compliance with legal and regulatory standards (e.g., GDPR).
- Establish and Chair relevant strategy group, ensuring alignment across departments and schools regarding IT and data policies and practices.

Systems Integration and Optimisation

Oversee the integration and optimisation of core systems, including Arbor MIS, ensuring seamless data flow and reducing silos. Lead the adoption of scalable digital platforms to support the Trust's growth, balancing centralisation with individual school autonomy.

Data Management and Analysis

Implement and manage a centralised data service (i.e. Data warehouse / Data Lake or third party hosted solution) to facilitate trust-wide reporting and analysis. Collaborate with stakeholders to define KPIs, develop dashboards, and deliver actionable insights for operational and strategic improvement.

Training and Development

Design and deliver training programmes to build data literacy and analytical capabilities across the Trust, empowering staff at all levels to leverage data effectively. Develop and implement a CPD plan to ensure staff remain up to date with systems and tools.

Compliance and Risk Management

Ensure compliance with statutory data reporting requirements and proactively manage risks related to data security, privacy, and system integrity. Collaborate with IT stakeholders to establish robust cybersecurity measures, including access controls and regular audits.

Stakeholder Engagement

Build and maintain strong relationships with internal and external stakeholders, including school leaders, trustees, and ed-tech ecosystem partners. Represent the Trust in sector-wide discussions on data and digital.

Team Leadership

Work collaboratively in a cross-functional capacity, fostering a culture of collaboration, innovation, and accountability. Oversee resource allocation within the team to ensure the effective delivery of strategic and operational priorities. Line manages the Trust ICT Development Officer, IT Technician and IT Apprentice alongside managing the out-sourced IT Service provision.



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Operational Oversight

Support the day-to-day operations of IT, data and systems, ensuring timely resolution of issues and consistent service delivery. Monitor and evaluate the performance of IT service, systems and processes, driving continuous improvement initiatives.

Reporting and Evaluation

Develop and maintain a robust reporting framework, enabling timely and accurate evaluation of school and Trust performance. Provide regular updates to the executive team, trustees, and other key stakeholders on the progress of data and systems initiatives.

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General Information:

Equality of Opportunity	<ul style="list-style-type: none"> As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence. To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Any other duties as reasonably required by any manager of the school or Trust. Participating in the ongoing development, implementation and monitoring of the school development plan. Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Agreed by: Date

This job description may be amended at any time after consultation with the post holder.



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This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.



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Person Specification

<u>Criteria</u>	<u>Desirable / Essential</u>	<u>Method of Assessment</u> <u>Application (A)</u> <u>Interview (I)</u> <u>Task (T)</u>
Proven experience in a senior data management or IT leadership role, preferably within the education sector and the MAT sector.	E D	A & I
Experience of managed IT Services (ITIL standards, cyber).	E	A & I
Deep understanding of data governance principles, practices, and relevant legislation (e.g. GDPR).	E	A & I
Strong analytical and problem-solving skills, with the ability to interpret and present data in a clear and concise manner.	E	Task
Experience with data visualisation and reporting tools (e.g. Google Looker Studio, Power BI).	E	A & I
Excellent communication, interpersonal, and stakeholder management skills.	E	A & I
Proven influencing and collaboration skills.	E	A & I
Ability to lead and motivate teams, line management experience, fostering a collaborative and data-driven culture.	E	I
<u>Experience of shared service or customer service delivery.</u>	E	A & I
<u>Familiarity with education-specific systems, such as Arbor MIS.</u>	D	A
<u>Experience in managing and optimising cloud-based platforms (e.g. Google Workspace).</u>	E	A



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Project management experience, with the ability to deliver complex initiatives effectively.	<u>E</u>	<u>A & I</u>
Familiarity with developing low-code solutions such as Google App Script, or using platforms such as Habitude.	<u>D</u>	<u>A & I</u>
Experience in programming languages suitable for data roles, such as Python or R.	<u>D</u>	<u>A & I</u>