



Head of Systems and Data

PO3/4 (£42,503 - £49,590)

Full time/Permanent

Central Region Schools Trust

Assay Studios

B.06, 141 – 143 Newhall Street

Birmingham,

West Midlands

B3 1SF

Tel: 0121 270 3117

<https://centralregionschoolstrust.co.uk>



**Central Region
Schools Trust**

Founded by the RSA

The Role Purpose

The Central Region Schools Trust (CRST) is seeking to appoint a Head of systems and data to provide a comprehensive data management and reporting services and act as the Data Protection Officer for the Trust. The post is permanent, full time-37 hours per week and with flexible working arrangements. Salary scale PO3/PO4 (point range 36 (£42,503)-43 (£49,590)).

You will be supportive of our strategic priorities:

SO1 Developing Exceptional Learners

SO2 Recruiting, developing, and retaining Expert Professionals

SO3 Achieving excellence of operational infrastructure; operating efficient and effective systems; and maintaining and improving places

SO4 Building empowered communities and developing lasting partnerships to support the development of social justice

The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.



Your direct line manager Chief Operating Officer with strong links to the Trust's other Central Team Leaders and its individual schools. There are Trust-wide and school-based teams who execute the operational data function in the Trust. The role will be based in one of the schools in the Trust and involve regular travel to the Assay Studios in Birmingham and all of the other schools.



How to Apply

Informal discussions with Stephen Brownlow (Business Improvement Partner) are welcome. Please contact Sharan Kaur (Central Office Administrator) on 0121 270 3117 or info@crst.org.uk to make an appointment.

Further information and an application form are available on the Trust's website (Central Region Schools Trust – Founded by the RSA). The completed form should be emailed to info@crst.org.uk by **10.00am on Tuesday 10th January 2023**. **Interviews will take place during the week beginning Monday 16th January 2023**. However, early applications are encouraged as we reserve the right to interview earlier for this post should a suitable candidate apply.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

CRST is an equal opportunities employer.



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<https://centralregionschooltrust.co.uk>

The History of our Trust

As a trust, we were founded by the Royal Society for the encouragement of Arts, Manufactures and Commerce, more commonly known as the Royal Society of Arts or the RSA. The RSA has a history of developing ideas and projects to improve people's lives, and our vision of 'social justice through exceptional schools' aligns closely with the social justice mission of the RSA. All our schools are improving in reputation, popularity, and quality of education.

Whilst we are now a DfE approved academy sponsor, recognising the collective strength of our trust and schools, we retain many programmes and partnerships from the original sponsorship. We have a strong **school improvement force** and now sponsor, in collaboration with the DfE and Regional Schools Commissioner, schools that will benefit from our structural, formal support.

Our trust aims to influence the practice of our schools through the collaborative knowledge sharing we expect through our school improvement model and co-design structures. We are outward facing, sharing, and learning from internal and external partners. **Central Professional Learning, Research and Development (CPL,R&D)** ensures the development of all employees at all levels of the organisation. We have developed excellence in central services, such as finance, HR, estates, which make a huge difference to our schools, not least by enabling Principals and staff to focus on delivery of excellence in teaching and learning. **Teach Central**, as part of CPL,R&D, recruits, and trains new teachers to the profession with a high level of success.



Our Mission, Vision, Strategic Objectives & Values

Mission: to promote opportunity and social justice for every child through exceptional schools.

Vision: As a trust founded by The Royal Society of Arts, our exceptional schools work together to create learning that is inspirational for all: igniting imagination and enabling creativity and curiosity which results in the highest achievement. People are valued and happy, developing their knowledge, attributes, skills and networks for success and fulfilment. In our empowered communities, everything is possible, and aspirations are high. Outcomes are highly impressive.

Strategic Objectives:

SO1: EXCEPTIONAL LEARNERS

SO2: EXPERT PROFESSIONALS

SO3: EXCELLENCE IN INFRASTRUCTURE, SYSTEMS AND PLACES

SO4: EMPOWERED COMMUNITIES AND LASTING PARTNERSHIPS

Values: Integrity, Excellence, Creativity, Community and Respect





Teach
Central

Formerly RSAA Teaching School Alliance

Teach Central, formerly the RSA Academies' Teaching School Alliance, recruits, and trains new entrants to the teaching profession, identifies leadership potential, and provides support for schools across the West Midlands, to transform outcomes for young people and bring about positive social change. We drive action research, undertake innovations in teaching, and optimise the talents and commitment of our staff to develop creative ways of providing education.

<https://centralregionschoolstrust.co.uk/teach-central/>



Central Professional
Learning, Research
& Development

We believe that effective Research and Development begins with our students and a drive to improve their learning experience and educational outcomes. The power to transform education comes when schools collaborate, and an active Research and Development culture can be found across all the schools in our Alliance.

<https://centralregionschoolstrust.co.uk/cplrd/>

K-ASE

The leadership across our Trust has identified pupil knowledge, skills, and attributes that we believe are key to the current and future success of the young people in our schools. Each school creates their own approach to developing the skills and attributes. These skills and attributes have an identified leader across the Trust to lead expert collaboration where the most effective practice emerges from within the Trust and beyond, then standardisation of approach will be agreed as appropriate.

Knowledge: Working with pupils to know understand and have mastered key concepts so that they develop the expertise to become fluent and excel within and across subject disciplines, locating their experiences within the broader sense of society.

Attributes of Character: To create the conditions in which attributes of character are nurtured, so that pupils can lead full active and successful lives which support their communities and the wider world.

Skills: Helping pupils to develop the skills needed for a successful and happy personal and professional life.

Experiences: Ensuring our pupils enjoy, experience excitement, and find value in their school experience, through a very wide range of experiences that challenge and motivate them, providing aspiration and demanding responsibility from them.



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Head of Systems and Data

PO3/4(£42,503 - £49,590)

Performance-based increments and Local Government Pension Scheme (LGPS)

JOB DESCRIPTION and PERSON SPECIFICATION

Registered Office:
Assay Studios, B.06
141-143 Newhall Street
Birmingham, B3 1SF

www.centralregionschoolstrust.co.uk
Tel: 0121 270 3117

Company Number: 08166526
Limited by Guarantee



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JOB DESCRIPTION

Job Title: Head of Systems and Data

Department/Directorate: Central Team (Data)

Accountable to: Chief Operating Officer

Job Purpose

- The Central Region Schools Trust (CRST) is seeking to appoint a Head of Systems and Data to provide a comprehensive Trust-wide data management and reporting services, involving the design and set up of data systems to capture and analyse Trust and school level data, the design and production of reports to inform the decision making of leaders, Trustees and Governors and the design and production of data information reports to the relevant stakeholders. You will co-ordinate the management information systems, ensuring that systems are efficient and effective and support the Trust's broader school improvement strategy, as well as act as the Data Protection Officer for the Trust and monitor compliance with current data protection law and the Trust's data protection processes.



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Main Duties and Responsibilities

Specific responsibilities

- Lead and manage the Trust's data management function ensuring that systems are up to date and fit for purpose.
- Lead and manage the Trust-wide and school-based data teams.
- Procure/develop and implement the best available data management systems and processes across the Trust to support self-evaluation and strategic planning purposes.
- Keep the operation of the Trust's data management function under review to ensure efficiency.
- Successfully manage the partnerships and relationships, which underpin the effective operation of the Trust's data management function.
- Lead the Trust's relationships with providers of data management and management information systems.
- Ensure data is maintained and stored in accordance with the requirements of current data protection law and the Trust's data protection processes.
- Evaluate the existing management information systems arrangements within the Trust, make appropriate recommendations for the future and implement approved plans.
- Produce reports and data analysis as required by the Trust for its day-to-day work and self-evaluation and strategic planning purposes. Ensure the reports and data analysis are accurate, accessible and well presented for a range of stakeholders covering areas such as educational outcomes, attendance, behaviour, health and safety compliance, HR etc.
- Liaising with and briefing leaders, Trustees and Governors on the interpretation and analysis of data as required.
- Lead the input of data from external and internal assessments and examinations across the Trust; collate results and record, report and provide statistics and analysis for leaders, Trustees and Governors as required.
- Develop the due diligence model for schools joining the Trust.
- Conduct relevant due diligence and assessment of new schools joining the Trust to plan the integration and migration of data and analysis in the first 18 months.
- Lead and manage briefing and training on data systems and the use of data across the Trust, both for existing and new schools.
- Provide relevant data and analysis for Trust publications and external reports.
- Lead the Trust's response to statutory and regulatory data returns and respond to any other requests for bespoke analyses and summaries of data.
- Design, develop and adapt information systems to capture, analyse and report information to support robust decision making and performance management utilising a range of management information systems and data collection tools.
- Co-ordinate the flow of data within the Trust to improve systems, minimise duplication and increase productivity.
- Project management support for implementation of data management systems and processes relating to educational achievement, including the support and training of staff in the effective and accurate use of these.
- Support the relevant in the development and production of the individual schools' timetables.
- Act as the Data Protection Officer for the Trust and work with the Data Protection team to monitor compliance with current data protection law and the Trust's data protection processes.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description is current as of November 2022 and will be reviewed annually. Leaders reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Central Region Schools Trust (CRST) is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and completion of an Enhanced DBS will be required

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.

November 2022



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Head of Systems and Data (Person Specification)

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none">• NVQ 3 or equivalent qualification or experience in a relevant discipline• GCSEs or equivalent in English and maths• Willingness to undertake further professional development• Valid full UK driving licence and a willingness to travel to all schools in the Trust	<ul style="list-style-type: none">• Undergraduate degree relevant to the responsibilities of the post
EXPERIENCE	<ul style="list-style-type: none">• Experience managing data across a range of establishments• Experience of developing bespoke analyses of datasets• Experience in interpreting and analysing data for a range of stakeholders• Full working knowledge of relevant policies, codes of practice and legislation regarding data protection and freedom of information• Understanding of database structures and ability to manipulate large datasets	<ul style="list-style-type: none">• Experience of working in an education setting• Experience of line management• Experience and/or knowledge of the academy sector• Experience and/or knowledge of developing and producing school timetables• Experience of procedures relating to child protection and safeguarding

	<ul style="list-style-type: none"> • Demonstrable ICT skills including a strong working knowledge of Microsoft Office applications and an advanced use of Excel • Ability to manipulate and present data within software applications • Experience of querying databases and extracting datasets • Experience of survey design, execution, analysis and reporting • Experience of working in education • Track record in delivering successful projects and supporting organisations in order to achieve results • Experience of taking a strategic lead in data management projects • Experience of training and supporting others with data analysis • Experience of working effectively with others to meet common goals • Working knowledge of school accountability systems for primary schools, secondary schools and MATs • Experience of educational management information systems packages 	
SKILLS, KNOWLEDGE, AND ABILITIES	<ul style="list-style-type: none"> • Suitability to work with children • Able to form and maintain appropriate relationships and personal boundaries with children and young people • Outstanding oral and written communication skills with an ability to present information in a clear and concise manner 	<ul style="list-style-type: none"> • Experience of strategic planning and implementing whole school initiatives

	<ul style="list-style-type: none"> • Outstanding numerical skills with an ability to analyse quantitative and qualitative data • Excellent spreadsheet skills • Ability to engage, conduct diagnosis, analyse findings, generate options and build commitment to solutions • Ability to work well under pressure, prioritise workload and meet deadlines • Effective planning and project management skills • Awareness of technical issues in developing people surveys, good practice survey methodology and how to interpret the results • Attention to detail, including data verification checks • Ability to work independently and also as part of a team • Skills in listening and the ability to challenge and support colleagues • Ability to clearly and directly present findings, conclusions and other information • Able to liaise with providers and partners to interpret the needs of the MAT • Able to carry out audits and risk assessments, to monitor performance, make recommendations and to drive and influence practice • Excellent influencing and interpersonal skills with people at all levels, internally and externally 	
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	<ul style="list-style-type: none"> • Ability to produce a range of data reports and presentations to a high standard for a wide variety of audiences such as school based staff, SLT, local governing bodies and the Trust Board • Ability to train staff in data management and preparation, including data processing • Ability to work across the MAT to support colleagues at all levels in relation to data collation, collection and reporting • Ability to maintain strictest confidentiality and integrity at all times 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A commitment to equality and diversity policies • A commitment to health and safety • A commitment to child protection and safeguarding • An understanding of child protection and safeguarding • A positive 'can-do' attitude and strong work ethic • Ability to use judgement and common sense • Approachable • Ability to prioritise • Ability to work on own initiative • Excellent personal organisation, self-motivation and enthusiasm • Ability to move between the big picture and the detail • Pragmatic and solution oriented • Commitment • Reliable and trustworthy • Flexible approach to work 	

	<ul style="list-style-type: none"> • Honest • Professionalism • Committed to high standards and continuous improvement 	
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This job description is current as of November 2022, but following consultation, may be changed by Management to reflect or anticipate any changes in the job role which are commensurate with the salary, job title and Managerial standards across the Central Region Schools Trust (CRST).