



Inspire Learning Trust



## Lead Academic Officer - Data and Pupil Support

**Closing Date: Monday, 4<sup>th</sup> December 2023 at 12noon**

**Interviews: Week Commencing 4<sup>th</sup> December 2023**

Responsible to:	Data and Examinations Manager
Responsible for:	To administer Pupil Records and System related procedures in line with School and Trust policy and procedures, update and maintain the staff and pupil timetables as required. Lead the Administrative Officer Academic and Pupil Support
Salary:	Band G, Actual Salary £27,539 to £29,159 (FTE Salary £30,295 to £32,077) depending on experience
Working hours:	37 hours per week, Monday to Friday, term time at 192 days plus 10 directed days.

Inspire Learning Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School and Thomas Rotherham College.

Oakwood High School is an oversubscribed 11-16 High School with a strong emphasis on respect for all; we are a 'well led', 'good' school where 'pupils enjoy attending' and 'the vast majority of parents would recommend'.

**We are looking to appoint** a highly skilled candidate to join an enthusiastic, supportive and successful school as Lead Academic Officer – Data and Pupil Support.

- The post holder will be a key member of the team in the Academy and will work positively and proactively in respect of data, exam, logistics and administrative support.
- The post holder will work in collaboration with a range of staff across the Academy in discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust
- Excellent communication, organisational skills, ability to remain calm under pressure, willingness to be adaptive creatively and a proactive attitude to problem solving are essential.

### We Offer:

- A supportive and successful school where staff work in a way that encourages a positive work environment that is solution focused and proactive for all.
- A school with a way of working that encourages a positive work environment that is solution focused and proactive for all.
- And a positive working environment, we care about our pupils, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect, responsibility, resourcefulness, resilience, reflection, risk taking and relationships.

Closing date for receipt of applications is **Monday, 4<sup>th</sup> December 2023 at 12 noon**. Interviews will be held week commencing **4<sup>th</sup> December 2023**.



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Applicants are required to apply via our online application form which is available on our website:

<https://www.inspiretrust.uk/vacancies/>

**This post is to start as soon as possible and permanent subject to successful probation.**

PLEASE NOTE: we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share

this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its workplaces. We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Our safer recruitment processes include online searches which will be done as part of due diligence checks ahead of the interview. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.



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**Inspire Learning Trust is committed to... Educational Social Responsibility**  
**We are committed to a value led educational provision.**

Inspire Learning Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Learning Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Learning Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- "Inspiring lives, creating possibilities, shaping futures" - Sitwell Junior School
- "Inspired to achieve" - Oakwood High School
- "A tradition of achievement - a future of opportunity" - Thomas Rotherham College
- 'Everyone succeeds' - Winterhill School

Underpinning this ethos, Inspire Learning Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,  
Reflection, Risk taking and Relationships***



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## Job Description and Person Specification

### Main Purpose of Job

The post holder will carry out a range of administrative duties as set out below. All posts include cross school duties.

All post holders at Oakwood High School and the Trust are required to work at their designated level to support the implementation of all policies and procedures to achieve key targets. These targets are reviewed annually and adapted to meet the needs of our pupils.

The post holder will be a key member of the team in the Academy and will work positively and proactively.

The post holder will work in collaboration with a range of staff across the School and Trust in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. We are all aiming for operational excellence.

**Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community.  
We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Learning Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.



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## Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

1.	Data Administration and Management	A	L	O
1.1	Working with the Academic Services Team under the guidance of Senior Leadership Team (SLT) member responsible for pupil Monitoring, Review and Evaluation (MRE), to establish the detailed Operational Schedule for Pupil Records and Pastoral Support which will include procedures and outputs. This will be attached to the post holders' Service Delivery Plan for performance review.	✓	✓	✓
1.2	To administer Pupil Records including: a) Securing data collection forms and other relevant records and entry of the data to SIMS. b) Ensure data is reviewed by parents and quality checked at least annually. Update records as changes are reported. c) Update all links (siblings, etc.)  Ensuring security of data and compliance with data protection and privacy laws, school policy and procedure.	✓	✓	✓
1.3	Liaise with feeder schools to ensure the transition of accurate and timely personal and assessment information for year 6 to 7 transition and all migrating pupils.	✓	✓	✓
1.4	Organise the visit by the school photographer ensuring all pupils have their photograph taken and that this is transferred to SIMS at the earliest opportunity.	✓	✓	✓
1.5	To complete and return the Educational Welfare Movement Return each month. This will provide the Principal Officer for Appeals and Fair Access with the pupil numbers in each year group.	✓	✓	✓
1.6	Support the Data & Exams Manager in completing the School Census return to the DfE in a timely fashion ensuring the data submitted is accurate. Assist in the issue of UPN numbers as part of the census process.	✓	✓	✓
1.7	Liaising with Capita directly to resolve any issues that prevent effective usage of SIMS.	✓	✓	✓
1.8	To maintain and update the School's Management Information System. Working with staff on pupil academic movement.	✓	✓	✓
1.9	To provide administrative support for pupil admissions in line with statutory requirements and school policy and procedures as directed.	✓	✓	✓
1.10	Update the tutor dashboard on a weekly basis	✓	✓	✓



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2.	Admissions	A	L	O
2.1	Working with the Pastoral Support Team under the guidance of MRE SLT establish the detailed operational schedule and procedures for the admission of pupils. This will be attached to the post holders' Service Delivery Plan for performance review.	✓	✓	✓
2.2	Liaison with the Local Authority regarding all aspects of admissions including new admissions and migration of pupils (new starters and leavers).	✓	✓	✓
2.3	Liaise with previous school to facilitate data transfer and to obtain current assessment levels to ensure suitable class placement.	✓	✓	✓
2.4	Assist in the drafting of objection letters for admissions as appropriate	✓	✓	✓
2.5	Arrange and attend admission meetings as required.	✓	✓	✓
2.6	Look at the availability of Option subjects for the admission of pupils in Y9-11 and provide these to Senior Leader responsible for Admissions.	✓	✓	✓
3.	Pastoral Academic Services	A	L	O
3.1	Liaise with Heads of House to identify which members of staff are available to take over a tutor group at the start and during the academic year.			✓
3.2	Provide Heads of House with the efficient administration of weekly sheets, pupil graduation, prom night and rewards events. This includes management and reporting of all Graduation/Prom points including the Prom contract.	✓	✓	✓
3.3	To manage the reporting and communication to parents and staff of the House Detention System.			✓
3.4	Communicate Pastoral entries for the School Diary to the Trust Internal and External Communications Officer.			✓
3.5	Manage learning zone detentions on GO 4 Schools - setting up and managing the detention module adapting as required by Heads of Learning Zones, notifying pupils and parents and following up absences.			✓
3.6	Liaise with the Data and Examinations Manager and identified Senior leader (Pastoral) to develop, deliver and embed exclusion, reward / consequences and other reports to support the work of the School and Trust.			✓
4.	Timetabling	A	L	O
4.1	Support the Data and Examinations Manager in managing accurate group lists reflecting timetable groupings used by the timetable programme.	✓	✓	✓
4.2	Liaise with relevant staff to create timetables for new starters or adjust timetables mid-year at the request of Heads of House or Senior Leadership Team.	✓	✓	✓
4.3	Manage and update tutor groups allocation negotiating with Heads of House.	✓	✓	✓



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4.4	Set up on a yearly basis, new academic and pastoral databases to be built and worked on throughout the year.	✓	✓	✓
4.5	Ensure mid-year updates/changes to the timetable are made promptly so the changes can be reflected in Go 4 Schools.	✓	✓	✓
4.6	Provide administrative support for the coordination of pupil/parent with Pupil Profile of Need (PPN) appointments for Tutor review and Pupil Profile of Need review days			✓
4.7	Provide cover for the Academic Administration and Logistics Manager in the scheduling of Staff Cover			✓
<b>5.</b>	<b>Leadership</b>	<b>A</b>	<b>L</b>	<b>O</b>
5.1	Line manage the Administrator of Academic and Pupil Support and School Receptionist	✓		✓
5.2	Educational Visits Coordination	✓		✓
<b>6.</b>	<b>General</b>			
6.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.			
6.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include Basic First Aid (training will be provided).			
6.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.			
6.4	Participate and contribute to Talent Development and Service Frameworks and other plans.			
6.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.			
6.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.			
6.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.			
6.8	Establish constructive relationships and communicate with others (inside and external to the Trust).			
6.9	Organise and support Academy and Trust events as requested.			
6.10	Any other reasonable and appropriate duties as directed by Trust or Academy Senior Staff.			
6.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.			



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## Person Specification

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

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1.	Qualifications/Training/Experience	Essential	MoA
1.1	GCSE A*-C in Mathematics, English and hold a qualification at A 'level or equivalent	✓	AF/CQ
1.2	Educated to degree level in a relevant subject or holding an education specific administration qualification.	Desirable	AF/CQ
1.3	Evidence of experience and success of managing and delivering a wide range of School Administration and Pupil Data Services	✓	AF/I/R
1.4	First Aid at work certificated or willing to undertaken and successfully achieve this and refresh routinely.	✓	AF/I/CQ
2.	Skills and Aptitudes	Essential	MoA
2.1	Evidence of use of SIMs and or transferrable skills relating to the maintenance, operation, application and development of other similar data systems. The candidate must be data and systems confident and willing to adapt to suite change system needs.	✓	AF/I/R/OT
2.2	Ability to relate well to, respect and respond appropriately to pupils and staff and act as a role model at all times. Our pupils are at the heart of everything we do	✓	AF/I/R/OT
2.3	The ability to work within recognised procedures and respond to unexpected problems and situations.	✓	AF/I/R/OT
2.4	Be able to evidence the following to a high standard: Numeracy, Communication skills, Organisational Skills, Administrative Skills, IT and Data Skills	✓	AF/I/R/OT/ CQ
2.5	Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times.	✓	AF/I/R/OT/ CQ
2.6	Have the ability to consider and seek out all relevant information and present balance and sound reasoning to sensitive issues.	✓	AF/I/R/OT
2.7	Working knowledge of relevant policies/codes of practice/legislation relating to School Administration and Pupil Data issues and requirements.	✓	AF/I/R/OT
2.8	Evidence of and ability to conduct process review and develop efficient and effective services and procedures.	✓	AF/I/R/OT
2.9	Ability to react in a calm and appropriate manner to emerging situations for example in first aid calls.	✓	AF/I/R/OT





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3.	Personal Qualities	Essential	MoA
3.1	A genuine enjoyment of working with young people.	✓	AF/I/ R
3.2	An ability to stay calm and controlled in stressful situations.	✓	AF/I/R
3.3	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	✓	I / R
3.4	A commitment to the provision of anti-discriminatory and anti-oppressive practice.	✓	I / R
3.5	Conscientious, honest and reliable	✓	I / R
4.	Mandatory Requirements	Essential	MoA
4.1	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	CQ
4.2	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF
4.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF
5.	Physical Requirements	Essential	MoA
5.1	Health and physical capacity for the role.	✓	I / R
5.2	A good attendance record in current employment, (not including absences resulting from disability).	✓	I / R



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## 6. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

6.	Effective Behaviours	MoA
6.1	<b>Seeing the Big Picture:</b> Understand how your work and the work of your team supports wider Trust objectives and meets the diverse needs of stakeholders. Keep up to date with the issues that affect your work area. Take a keen interest in expanding knowledge in areas related to your work. Focus on overall goals and not just specific tasks to meet priorities.	AF / I / R
6.2	<b>Changing and Improving :</b> Regularly review own and team's work and take the initiative to suggest ideas to make improvements. Give feedback on changes in a constructive manner. Take a positive, open approach to the possibility of change and encourage others to do the same. Help others to understand changes and the reasons they are being put in place. Identify and act on the effects changes are having on your role and that of the team. Look for ways to use technology to achieve efficient and effective results.	AF / I / R
6.3	<b>Making Effective Decisions:</b> Take responsibility for making effective and fair decisions, in a timely manner. Analyse and research further information to support decisions. Talk to relevant people to get advice and information when unsure how to proceed. Explain how decisions have been reached in a clear and concise way, both verbally and in writing. Demonstrate the consideration of all options, costs, risks and wider implications.	AF / I / R
6.4	<b>Leadership:</b> Show pride and passion for your work and positive, inclusive engagement with your team. Understand your areas of responsibility and display awareness of the wider impact of your actions. Proactively role model and promote an inclusive workplace, promptly dealing with inappropriate language and behaviours when they arise, including any instances of discrimination or misconduct. Give praise and credit to colleagues where appropriate.	AF / I / R
6.5	<b>Communicating and Influencing:</b> Communicate clearly and concisely both orally and in writing. Take time to consider the best communication channel to use for the audience, including making the best of digital resources and considering value for money. Interact with others in an enthusiastic way. Express ideas clearly and with respect for others. Listen to and value different ideas, views and ways of working. Respond constructively and objectively to comments and questions. Handle challenging conversations with confidence and sensitivity.	AF / I / R
7.6	<b>Working Together:</b> Develop a relationships outside own team and identify opportunities to share knowledge, information and learning. Show genuine interest when listening to others. Contribute to an inclusive working environment where all opinions and challenges are listened to and all individual needs are taken into account. Ensure it is clear that bullying, harassment and discrimination are unacceptable. Offer support and help to colleagues when in need, including consideration of your own and their wellbeing. Change ways of working to aid cooperation within and between teams in order to achieve results.	AF / I / R



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7.7	<b>Developing Staff and Others:</b> Identify gaps in own and team’s skills and knowledge. Set and consistently meet development objectives. Seek learning opportunities. Support the development plans of all colleagues, recognising how diversity of experience/background can help to build an inclusive team culture. Consider the contributions of all team members and delegate work to aid the learning and development of all. Encourage and listen to developmental feedback from colleagues.	AF / I / R
7.8	<b>Managing a Quality Service:</b> Work with pupils/students to understand their needs. Create clear plans and set priorities which meet the needs of both pupils/students and the Trust. Keep colleagues fully informed of plans, possibilities and progress. Identify common problems that affect service, report them and find possible solutions.	AF / I / R
7.9	<b>Delivering at Pace:</b> Regularly review the success of activities in the team to identify barriers to progress or challenging objectives. Identify who and what is required to ensure success, set clear goals and areas of responsibility and continually assess workloads considering individual needs. Follow Trust policies and procedures and legislation to complete your work. Ensure colleagues have the correct tools and resources available to them to do their jobs. Have a positive and focused attitude to achieving outcomes, despite any setbacks. Regularly check performance against objectives, making suggestions for improvement or taking corrective action where necessary. Ensure that colleagues are supported where tasks are challenging.	AF / I / R

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Learning Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy we have contracted with the Education Support Partnership and they provide us with an Employee Assistance Programme to support all staff on a range of issues. Our recent Staff Wellbeing survey shows that we are in the top 10% of educational providers in the country in respect of how our staff view their wellbeing experience at work (all ratings are out of 5). We will continue to work with our staff body to improve and ensure that we remain a really good place to work, in line with this ethos the Trust became an Accredited Living Wage employer as of September 2022.