

Journey to Outstanding

DDAT
Derby Diocesan Academy Trust

Schools Data and Performance Lead

DDAT Central Team

Closing date: 9.00am Friday 2nd May 2025

Interview date: Thursday 15th May 2025



Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



Working for DDAT

Governance

DDAT values local accountability through a Local Academy Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains aligned autonomy.

Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [DDAT Training Events](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](#)
- [Home - DDAT](#)

Job Description

Job Title:	Schools Data & Performance Lead
Reports to:	Senior School Improvement Officer (SSIO) Assessment
Hours:	Full Time 40 hours per week – 52 weeks
Salary:	DDAT Grade 12, Points 36-40 (current salary £45,718-£49,764)/Grade 13, Points 41-45 (current salary £50,788 - £54,971) depending on experience

Job Purpose

To support teaching and learning across schools.

To oversee/streamline data collection to reduce workload for schools.

To prepare data reports to the board and trustees on all data and performance for all the schools within DDAT. Reporting accurate performance analysis and MIS data to the SSIOs, the CEO and the board in order to support their work in making recommendations for improvements as identified. Working as part of the central service team within the Trust identifying and highlighting areas for improvement to drive the use of data to raise overall standards in schools. Playing an integral part of the central service team for the Trust in becoming a centre of excellence for the schools within the Trust.

Key Responsibilities:

- Ensuring best practice is shared between all the schools for data collection and reporting, encouraging cross working and consistency.
- Assist SSIOs on performance data for all schools within the Trust.
- Analyse and manipulate data against Key Performance Indicators to develop a detailed understanding of school level and Trust wide performance. Preparing presentations for a range of stakeholders including school, Trustees and the DfE, in a variety of formats and detail bespoke for the audience.
- Contributing to the Trust's business plan in terms of data and interpreting this business plan into a data strategy for the Trust. Continually reviewing the strategy and systems mapping to ensure streamlined, effective and cost-effective approaches.
- Research, develop and implement effective systems for the collection, use and analysis of performance data and ensure these are embedded within the Trust.
- Streamline processes of collecting in-year, end of key stage data from all schools within the Trust, as the data submission points.
- Lead on the administration, reporting and analysis of all Trust surveys.

- Work with the PA to the CEO to ensure up to date Trust wide data is available via the Trust website.
- Develop processes for the collation of attendance, exclusions and safeguarding data.
- Lead on data returns required by external agencies, such as the DfE and the Local Authority.
- Identify trends, priorities and areas of interest to be presented to key stakeholders.
- Provide training and support to a range of audiences.
- Contribute to the School Improvement Team's strategic use of data by proactively identifying solutions.
- Provide support across the Trust, including the School Improvement Team, HR Team, Finance Team and Operations Team to collect and present identified data.
- Improve data processes in terms of knowledge, processes and systems within the schools by working with local staff and senior leadership across the Trust.
- Provide direction, guidance and expertise on data to schools within the Trust, acting as mentor on the subject of data and offering training where needed.
- Produce reports with analysis of all the schools' data and alongside the SSIOs, interpreting this for the board, reporting on performance and improvements.
- Identify areas for improvement and implementing changes where necessary to drive the importance of using data effectively to raise standards overall.
- Oversee the work of local data functions as the role develops.
- Liaise with the Trusts operations team in relation to data gathered.
- Ensure that data is collected, stored and shared in line with GDPR requirements.

Other Duties

- Form positive professional relationships and work in partnership with colleagues throughout the Trust.
- To willingly engage with CPD and training as required by DDAT.
- Be flexible in undertaking the duties and responsibilities of this role.
- Travel between schools will be required, as will the need to attend occasional evening meetings.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures in relation to child protection, health, safety and security, confidentiality, equality and diversity, and data protection, reporting all concerns to the COO.

- Assurance of emergency planning and business continuity.
- Any other duties that are reasonably required at DDAT.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment at interview (AST).

Schools Data and Performance Lead		
Criteria	Essential	Desirable
Qualifications and Education		
Evidence of continued professional learning	AF	
Full current UK/European Driving licence and access to own transport which can be used for business purposes	AF	
Microsoft Office Specialist qualification (or equivalent)		AF
Relevant degree or equivalent qualifications		AF
Experience		
Significant experience in data collection, analysis, and presentation	AF	
Experience of data collection and analysis within education	AF	
Experience of using school MIS software		AF
Experience of data collection and analysis within a multi academy trust		AF
Experience of working with schools, local authorities and national agencies including the DfE and ESFA		AF
Experience of working within a busy and effective team, meeting agreed deadlines	AF/ I	
Experience of school assessment systems	AF	

Extensive experience in utilising data handling software to support data analysis and representation	AF/ AST	
Experience of presenting data dynamically to a variety of audiences	AF/ I	
Skills and Abilities		
Ability to manipulate and present complex data clearly to a range of audiences	I/ AST	
Ability to identify trends, priorities, and areas of interest from data analysis	I/ AST	
Excellent IT skills inc. Teams, Word, Excel, PowerPoint and Office 365	AF/ AST	
Excellent written and verbal communication skills to enable and promote effective relationships	AF/ I	
Ability to consistently meet deadlines	AF/ I	
Has a future thinking attitude and an awareness of current challenges and innovations in the use of data in schools	AF/I	
Deposition/Attitude		
• Self-motivation and good time management	AF/I	
• Commitment to promoting and safeguarding the welfare of children and young people	AF/I	
• Commitment and enthusiasm to Academy development	AF/I	
• Team worker who can also work on own initiative	AF/I	
• Approachable and friendly	AF/I	

Terms and Conditions

The employer for this post is Derby Diocesan Academy Trust (DDAT).

The post will be based at our Bakewell Central Office but may be required to work at any other centre where DDAT business is conducted.

This post requires the ability to travel and work directly with academies in the Trust and therefore requires a full current UK/European Driving licence with access to private transport which can be used for business purpose.

This post requires a reasonable level of flexibility to work occasional evenings or early morning starts to support the needs of the trust

An Enhanced DBS is required for this post.

Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

Arrangements for Applications

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.