

HEAD OF DATA AND MANAGEMENT INFORMATION SYSTEMS

St Augustine's CE High School

Applicant Pack

*"The vision of faith, hope and love is central to this school.
The core values of kindness and inclusion are guiding principles."*

(OFSTED March 2023)

About St Augustine's Federated Schools

We are a multi-cultural, multi-faith school with a distinctive Christian ethos. In October 2019 the High School and St Augustine's Primary School joined together in a federation to create St Augustine's Federated Schools known as SAFS.

St. Augustine's is a vibrant and successful 11-19, fully comprehensive school in Kilburn where we encourage everyone, to "be the best that we can be". Our students enjoy their school lives, and we try to ensure that decisions are made in the best interests of the students or to improve their learning.

It is our aim that all students leave us with the skills and abilities required to be lifelong learners and positive role models in the community. We are aiming to prepare them to be citizens of the world by teaching shared values and an understanding of the world around them.

Our Christian & Shared Values

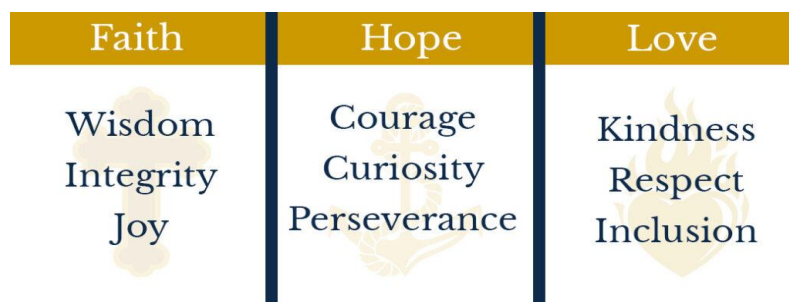
St. Augustine's is an inclusive, happy and vibrant learning community that aims to ensure that every student achieves and experiences as much joy as possible during their time with us. By working in partnership with parents and carers we have confidence that our students will practice courage and perseverance in achieving their hopes and aspirations. However, we also recognise that young adults need to build character from within and have good role models. We support this through promoting explicit Christian values which are linked to our school saints:

Who We Are

We want all our community to have equal opportunities to experience "Life in all its fullness (John 10:10)." We are a highly inclusive, voluntary aided, Church of England school, which takes a unique trauma informed approach to student behaviour, engagement and wellbeing. We provide our young people with a world-class, work-related learning experience which results in outstanding outcomes and employment destinations. This vision drives us to constantly seek ways in which we can positively impact on the life chances of our students.

We were founded in 1870 by the parish of St Augustine, Kilburn through Fr. Kirkpatrick the first vicar and Mother Emily Ayckbown of the Community of Sisters of the Church.

Today the school maintains its strong links with the parish and the local community. We are a co-educational fully comprehensive 11-19 school, actively welcoming students whose heritage is from all over the world, whatever their background, belief or ability level. Diversity is our strength, and it is embraced and celebrated here. Our staff come from all backgrounds and walks of life and all members of our community work hard to provide a caring, safe, positive and happy learning environment. We are committed to providing a fair, equitable and mutually supportive leaning and working environment for students and staff.



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From our Head of Federation, Eugene Moriarty



Thank you for your interest in St. Augustine's Church of England High school, part of St Augustine's Federated Schools. We are a multi-cultural, multi-faith school with a distinctive Christian ethos who in October 2019 joined with the St Augustine's Primary School to create St Augustine's Federated Schools known as SAFS.

Every student at St. Augustine's is treated as an individual, who we have the highest expectations of in terms of character and educational outcomes. Our motto is "Be the Best that we can be" and we support all of our community to achieve this.

Our recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) said 'The lives of pupils at St Augustine's are transformed because they are nurtured and cherished by skilled, caring and insightful adults in the school. School leaders and staff, motivated by the school's vision, go to exceptional lengths to ensure that pupils, particularly the most vulnerable have hopeful futures.'

We believe that being part of the Federation offers many benefits to both schools and that together we are stronger and better enabling us to share expertise and professional development opportunities across staff teams and to recruit and maintain high quality teaching and support staff at all levels.

From our Head of High School, Rachel Kelly



I would be delighted to welcome you St. Augustine's High School and encourage you to visit us for a tour of our school. St. Augustine's High School provides a safe, nurturing and inclusive environment where all students can thrive academically, socially, and emotionally.

We are proud to be the lead Trauma Informed School in the area, recognising that trauma has a profound impact on learning and behaviour. We work together to create a healing and supportive environment for all students. We believe that every student has the potential to "Be the Best they can Be". We are committed to helping our students reach their full potential and are proud of how this was reported by Ofsted in our latest Inspection (March 2023) who said: "Leaders have high expectations, including for pupils' behaviour. They

provide pupils with support and guidance. Pupils are safe, happy and well cared for by staff. Pupils appreciate staff's approach to managing behaviour in a fair and reflective way."

Our mission is to empower each student to develop their unique abilities, interests, and talents through a challenging and engaging curriculum, a supportive and inclusive community, and a culture of excellence and continuous improvement. We are committed to transforming the lives of all our students, through our Christian Virtues of Faith, Hope and Love.

St Augustine's is a special place to work – our culture is collaborative and supportive. Each department works hard towards delivering their objectives but will always make time to support colleagues, sharing knowledge and skills and working together on whole school events. I hope this pack provides you with all you need to move forward with your application. If you are left with questions, please contact our HR Department; we look forward to receiving your application.



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Our Benefits

We value the hard work and dedication of all our staff and the impact it has on our ability to achieve our aims and goals. No matter what your role, by joining St Augustine's Federated Schools, you will be making a difference to the lives of young people in our community and the Federation. St Augustine's has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives including:

- Excellent opportunities for continuous professional development and support to progress your career
- Pension scheme (Teachers' Pension Scheme or Local Government Pension Scheme) with generous employer contribution
- 27 days annual leave plus bank holidays (for non-term time only staff), rising to 30 days after 5 years' service
- Lifestyle friendly working arrangements and policies
- Employee Assistance Programme for free and confidential advice
- Cycle to work salary sacrifice scheme
- Interest-free season ticket loans
- Contribution of £20 towards eye tests and £65 towards frames/lenses
- Weekly opportunity to meet with the Headteacher during her 'clinic'
- Staff Well-Being Programme
- Free social events for staff
- Fallow Weeks and regular staff consultation

Federation Ethos & Expectations

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post and to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
- To engage actively in the performance review process, addressing appraisal target set in conjunction with the line manager each Michaelmas Term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the Federation
- To play a full part in the life of the Federation community, to support its distinctive aims and ethos and to encourage other staff and students to follow this example
- To support and attend Federation events and support our Church of England vision and ethos
- To adhere to the Federation's Dress Code
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Federation's Safeguarding/Child Protection policies
- To be aware of, comply with and promote all Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Federation will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).
- Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



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Job Description

Job Title	Head of Data and Management Information Systems (MIS)
Line Manager:	Designated Line Manager
Responsible for:	Examinations and Data Manager
Term:	Permanent/All Year Round
Salary:	Inner London NJC Scale PO3 (SCP 34-37) Salary £46,053-£49,071

Main purposes of the job

You will lead in the development and management of MIS systems and associated software across the School and support Senior Leaders and all staff with their MIS and analytical needs. Developing and improving the School's assessment systems and all subsequent data analysis, you will also develop administrative tools, process and reports for SLT and Governors where required, utilising new and existing technology where applicable to improve the quality and integrity of information.

You will need to be able to support members of staff who may be dealing with multiple pressures and deadlines by ensuring that you deal with their data and MIS issues appropriately and in a timely manner. You will also answer calls/emails and service requests from colleagues, ensuring that these requests are supported and resolved in a timely manner.

General Responsibilities

MAIN AREAS OF RESPONSIBILITY

- You will assist all staff in their day to day use of current MIS software and all assessment/monitoring tools they may also use (e.g. Excel, Microsoft PowerBI etc).
- Work with the Senior Leadership Team to further develop existing monitoring tools and procedures for all assessment cycles and examinations.
- To champion best practice and provide training and development programs to ensure consistency and efficiencies. This would include providing reports to Subject Leads, Senior Leaders and Governors for all pupils and PP and SEND pupils when required.
- Develop and re-design where necessary the School's templates to support delivery of best quality data at all levels across the School.
- Manage all systems to ensure data for Governing Body reports for Head Teacher and Head of Federation are completed seamlessly and accurately.
- Provide ongoing data support as required during an inspection in a format which best supports the School for the judgement in their self-evaluation. This would also mean that you would be the responsible to ensure that there are responses to ad-hoc data requests in a timely fashion, including acknowledging receipt of requests and confirming a response date and that all data is "sense checked" to ensure no errors go out in the data provided.
- You will be required to design and deliver training and offer ongoing technical support to all stakeholders and new staff as and when required.
- You will be required to attend meetings to discuss new developments and ideas to improve the service.
- To be responsible for and provide expert support for all MIS related matters and administrative processes.
- Support and line manage examination series throughout the year
- Working with a range of staff to develop the most effective use of ICT based tools and lead on recording and reporting on a range of data sets; to include development of the SIMS Behaviour module, Lesson Monitor and Attendance modules
- Support results days



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- Working with staff at all levels and governors of the school to monitor and report on school performance using accurate and relevant data held within the MIS.
- To ensure that all school census returns are completed accurately and in a timely manner
- Liaising with third party support services/contractors

EXAMINATIONS AND SUPPORT OF THE EXAMINATIONS & DATA MANAGER

- Where required provide strategic, managerial and practical support to the Examinations & Data Manager in ensuring that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences enhance progress
- Support the central recording of student assessments and target-setting
- Support the exams in the setting up of exams if required using the SIMS software to administer student data for national tests; public examinations and internal school examinations
- To support the Examinations in the downloading of public examination results and production of data reports, and maintain an understanding of the Public Examination process in order to be able to deputise for the examinations when required.

TIMETABLE & CURRICULUM

- Work with the Senior Leader responsible for Timetable and Curriculum to support and maintain the school timetable and manage in year changes
- Update student timetables, as required, during the academic year and provide individual student timetables, as required
- Provide administrative support for the Schools timetable
- Implement changes for new admissions and in year staff timetable change

DEVELOPMENT & MANAGEMENT OF SCHOOL MIS

- Developing the schools' use of its data (SIMS) to provide intelligence that enables focused school improvement based on collated and analysed data undertaken in the most efficient and effective way possible
- Responsibility for the development and management of the school MIS and its functions.
- To provide support and training for all other administrative users of SIMS to ensure that they follow protocol and procedures in their use of SIMS and their entering and maintenance of students and staff data sets
- To work alongside the school Network Manager in ensuring updates to SIMS are planned and implemented correctly and without risk of data integrity being jeopardised.
- To maintain SIMS Parent App, setting up and maintaining users, and ensuring that data is published via the gateway to parents
- Administering the schools MIS (SIMS) and online payment systems, identifying and implementing ways in which it can be used more effectively to aid school intelligence and performance
- To manage the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies
- Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle and as and when required
- Create and print interim assessment point reports for parents as part of the school assessment cycle and as required
- Collate and upload admissions data, primarily for those joining in subsequent year 7 but also for in-year joiners as required
- Working with the Deputy headteacher responsible for data in developing and managing the school assessment data, target setting and associated data packages (SISRA), as well as KS3 assessment tool (GL Assessments) supporting the creation and day to day management of the school timetable and class data



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- Work with staff and the Deputy Headteacher (Data and Timetable) to develop staff use and understanding of SISRA reports to inform intervention both at subject, year and class teacher level
- Ensure the school data package is efficient and up to date, to create, modify and delete users as required
- Ensure assessment point data is taken from SIMS and is imported into SISRA to create and provide summary and individual student reports on progress across all aspects of the curriculum and cohorts as required by Senior and Middle Leaders
- Support staff in the effective use of GL assessments and CATs exams and data to inform target setting and setting of students
- Create tracking sheets for a number of stakeholders that show the varying progress of students across the school at student, department and school level
- Support with the monitoring and updating of sheets that track key students, such as pupil premium.
- Import relevant achievement data on students (such as KS2 scaled scores)

GDPR REQUIREMENTS

- Keep both new staff and parents of new students informed on what specific data is held by the school, why it is held and where
- Ensure stored data is relevant to the school's requirements and limited to what is necessary
- Ensure that data changes are updated accurately, timely and removed when no longer required

WORKING WITH STAFF, PARENTS/CARERS AND ALL STAKEHOLDERS

- Work in line with the school's statutory child protection, and safeguarding guidance (KCSIE), and ensure the safeguarding of all students
- Communicate knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Work collaboratively with classroom teachers, the school community and all stakeholders
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OTHER PROFESSIONAL REQUIREMENTS

- Undertake any other duties commensurate with the level of the post, as required by the Senior Leadership Team
- To attend School and relevant wider based training sessions as required or necessary
- To work according to the School's policies and procedures
- To continue personal development as agreed
- Support the school's Church of England vision and ethos
- To engage actively in the performance review process

EQUALITIES

- Ensure implementation and promotion in employment and service delivery of the School's equal opportunities policies and statutory responsibilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their Line Manager, SLT or Headteacher to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.



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Person Specification

	Essential	Desirable
Qualifications, Skills & Knowledge	<ul style="list-style-type: none"> • Evidence of strong numeracy skills • Evidence of good literacy skills • A good honours degree • Advanced Microsoft Excel Skills • Extensive experience of SIMS and other MIS products • Knowledge of key data requirements and analysis in Secondary education • Sound knowledge of Microsoft Office and related packages especially Excel • Ability to use MIS and Microsoft Office to produce and report on data to SLT, Governing Body and other stakeholders as required • Manage and submit statutory returns including student and staff workforce census • Sound understanding of primary and secondary assessment models • Understanding of qualifications and • Working knowledge of DfE data sources • Excellent verbal and numeracy skills • A strong commitment to continuing professional development including learning new skills and IT programmes • Attention to detail and confident report and documentation skills • Ability to ensure that confidentiality is maintained at all times • Confident in dealing with stakeholders at all levels 	<ul style="list-style-type: none"> • Familiarity with MIS third party apps • Some knowledge of SQL server reporting and VBA • A good honours degree in a mathematics related subject or equivalent relevant higher qualification • Experience and knowledge of ParentPay or other online payment systems



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	<ul style="list-style-type: none"> • Ability to find creative and innovative solutions to working more efficiently and effectively • Ability to work independently and flexibly with own initiative on various ongoing projects • Professional working ethic. • Commitment to high standards. 	
Experience	<ul style="list-style-type: none"> • Demonstrable knowledge and expertise in implementing safeguarding protocols within an educational setting. • Experience of communicating with people both on the telephone and in person • Working with young people of secondary age 	<ul style="list-style-type: none"> • Experience of line management and/or motivating a team • Experience of dealing with Child Protection issues • Understanding of Trauma Informed models
Personal qualities	<ul style="list-style-type: none"> • Capacity for hard work and high expectations of self and others • An ability to work under pressure, to balance potentially conflicting demands, and to meet tight deadlines • Supportive approach to others, and an ability to relate well to colleagues and students • Ability to monitor and evaluate data • Strong skills of analysis • Ability to use own initiative and have a flexible approach • Ability to cope with stressful situations, show resilience and sense of perspective • Ability to deal with sensitive information in a confidential manner • Ability to work with limited supervision and be able to problem solve • Highly effective oral and written communication skills • Excellent organisational and administrative skills 	



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	<ul style="list-style-type: none"> • Willingness and aptitude to work independently and as part of a team • Enthusiasm and commitment to the aims and objectives of the school 	
Equal Opportunities	<ul style="list-style-type: none"> • A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way • A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community 	



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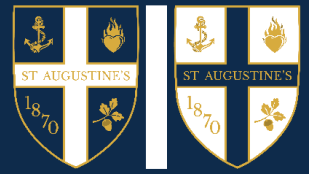
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Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date on our application form (CVs are not accepted).

Thank you for your interest in the St Augustine's Federated Schools. We look forward to receiving your application.

How To Apply

Please visit <https://www.stahigh.org/about-us/our-current-vacancies/> to download our application form. Completed applications should be sent by email to applications@stahigh.org.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A supporting statement

Help and Support

If you have any queries, or for help and support completing your application, please contact applications@stahigh.org

Safeguarding Notice

The St Augustine's Federated Schools are committed to ensuring the highest level of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.