

Together
Learning Trust



**THE
BROOKSBANK
SCHOOL**

Data & Timetable Officer

Salary: Grade E (point 12-15)

Actual salary: £21,670 - £22,892

37 hours per week

Term time only plus 10 days

Closing Date: 9.00am Friday 31st March 2023

Interview: w/c 17th April 2023

Start Date: ASAP depending on notice



Your future is bright.

When schools collaborate, Incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

David Lord, Chief Executive Officer



Why Brooksbank School?

In Autumn 2022, the Brooksbank School Joins Together Learning Trust, a highly respected local multi-academy trust. We are a close family of local schools, including Honley and Ryburn Valley High School, Ryburn Sixth and three primary schools. Being part of a supportive trust brings many benefits to the school, staff and students.

Working in collaboration supports our schools to be better. Through the professional development of leaders and staff, effective curriculum development, robust quality assurance, mutual support and great governance.



Data & Timetable Officer

Job Description



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Responsible to:	Director of Data
Scale/Salary	Grade E (point 12-15) - 37 hours - term-time plus 10 days
Main Purpose of the role	<ul style="list-style-type: none"> Responsible for all aspects of the day-to-day management of management information systems (MIS) and processes, including inputting, analysing and reporting of data to support efficient and effective teaching and learning. To assist with the preparation of reports using a wide range of data sources including the analysis of pupil achievement data to inform the Senior Leadership Team in all aspects of school data management, and to manage and maintain up to date information on the school management information system.
Main Duties & deliverables	<ul style="list-style-type: none"> Ensure timely circulation of timetables to staff and students, and respond to related enquiries throughout the year. Compile, distribute and maintain student group lists within the timetabling system to facilitate change requests. Support with the School's options processes and Year 7 transition processes. Assist with the management of the School's Management Information System (Arbor), troubleshooting any issues when required. Create and maintain electronic solutions to summative and formative tracking. Support Core Curriculum Leaders with data analysis and input. Provide data to school partners when required. Provide appropriate staff training and guidance in the use of the School's Management Information System. Support the Senior Leadership Team with appropriate data-related tasks when required. Provide reports for staff in a timely and accurate manner. Provide analysis of examination results for staff and governors at all levels Undertake training as necessary to develop data analyst skills, e.g. Sisra, Advanced Excel, PowerBi. Take an active part in professional development training to ensure that any gaps in knowledge are addressed.
School Specific Duties	<ul style="list-style-type: none"> Manage and coordinate all reporting to all relevant internal and third-party organisations, including school census. Work in collaboration with the Examinations and Data Officer to support the administration of internal and external examinations. Be familiar with the Exam Board JCQ regulations and remain updated on changing regulations.
Expected Behaviours	<ul style="list-style-type: none"> Support the ethos, vision, principles and values of the school. Treat colleagues, students and all members of the community with respect and consideration. Treat all students fairly, consistently and without prejudice. Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. Support the ethos of the school by upholding the code of conduct, uniform rules, etc. Take responsibility for own professional development and participate in

	<p>arrangements adopted by the school for the assessment of his/her performance and that of other teachers.</p> <ul style="list-style-type: none"> • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence. • Read and adhere to School policies and implement School improvement plans. • Participate in the development and management of the school by attending various team and staff meetings. • Undertake duties as prescribed within the school's policies. • Undertake professional duties reasonably assigned to them by the Headteacher. • Be proactive and take responsibility for matters relating to health and safety. • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.
<p>Other specific duties</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	

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Person Specification

To be assessed through application, reference, interview and certificates

Criteria	Essential	Desirable
Qualifications		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience		
Previous experience of working with and interpreting data	✓	
Awareness of data protection legislation	✓	
Successful experience working in a school environment		✓
Working knowledge of Arbor, Timetabler and Power- BI (or other similar systems)		✓
Skills and Abilities		
Excellent written and communication skills	✓	
Ability to efficiently manage and prioritise workloads	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
High attention to detail with accountability for accuracy and quality of work	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
Personal Attributes		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	