



Data Manager - June 26

A Welcome from the Headteacher



A warm welcome to The Whitby High School and thank you for expressing an interest to join our highly skilled and committed staff team.

Commitment is a core value at our school and underpins all that we do. To join this school is to join a team of professionals who are fully committed to achieving the very best experiences and outcomes for the young people in our care. Along with respect, kindness and inclusivity, we offer an opportunity for our young people to grow, to thrive and to be valued and successful members of their local and wider community.

Every adult in our school plays an important part in a young person's life choices and experiences. We are all committed to 'The Whitby Way' and we want you to be part of this, too.

This is a place where people want to be.

Is this the place for you?

If so, I would love to hear from you.

Mrs. Geraldine Fraser (BEd, MSc, NPQH)

Headteacher

Data Manager



Grade 8

37 hours Per Week

42 Weeks Per Year

Pro Rata: £31,989 to £37,194

Full-Time Equivalent: £34,434 to £39,152

We are seeking someone to be responsible for monitoring and interpreting data for all Key Stages and to set targets for the forthcoming year. To provide analysis and reports on student performance and other data as required for the Leadership Team and governors and support the use of data in specific school activities such as timetabling and examination data. To identify trends and patterns in data that will inform the school's improvement plan and help to pinpoint teams of staff and students that require further support or intervention.

We would like to hear from candidates who are:

- Committed to High Quality Inclusive Practice
- Committed to Safeguarding and the Wellbeing of our school community
- Able to motivate and inspire students to achieve their full potential
- Energetic with a can-do attitude
- Able to communicate effectively with students, staff and other stakeholders
- Committed to contributing to the personal development of every child.

In return, we will offer you:

- High quality induction
- Friendly and supportive staff
- Commitment to support your professional development
- Attractive pension plan
- Opportunity for additional paid duties
- Flexible start / finish times considered
- Free Gym facilities
- Active and well-funded staff wellbeing group
- Ample free onsite staff parking facilities

Closing Date: Monday 6th July, Noon

Interview Date: Wednesday 8th July

You are advised to submit your application as soon as possible as we reserve the right to close posts at any time, once we have received sufficient applications. References can be requested after appointment if requested.

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting including online searches for shortlisted candidates.

The Whitby High School is an equal opportunities employer.

Job Description



Job Purpose:

- Monitoring of student progress at all key stages using Arbor and SMID. Providing timely updates to the Senior Leadership Team.
- Analysis of KS2 SATS and Entry CATS scores.
- Collate and analyse the examination results in the summer for the Senior Leadership Team for Key Stage 4 & 5.
- Collate and submit the County Return of examination results for KS4 & KS5.
- Following examinations produce information for the Senior Leadership Team regarding student achievement and department trends over time compared to national averages.
- Prepare 'School at a Glance' highlighting three year trend on data, results and targets.
- Produce analysis of trends on all headline figures.
- Assist the Senior Leadership Team with setting and monitoring of whole school targets and those for students at all key stages.
- Provide statistical data for the school prospectus and for the governing body and staff as required.
- To provide assistance, training and guidance to departments and their use of data, along with technical support for Arbor and SMID.
- Collate all assessment data in Arbor and produce student academic reports. Communicate reports to parents and carers.
- Assist the senior leadership team by producing spreadsheets for example, student mentor days, target setting, KS3 Analysis.
- Develop a vision for the use of data through Arbor and SMID. Providing training for staff where necessary.
- Assist in the integration of the whole school timetable into Arbor and Year 9/11 option choices.
- Oversee staff and student timetable changes and room changes in Arbor.
- Produce timetables for new starters, liaising with teaching staff to set students appropriately.

- Arbor technical support, administrator and oversight of the MIS Arbor, including completing the school census and ensuring all departments are maintaining accurate data consistent with LA/DfE sources for example, PP, PCLA.
- Ensure Pupil Premium students are tracked and identified on Arbor using up to date DfE guidance.
- Ensure SEND students are tracked and identified on Arbor working closely with the Learning Support team.
- To attend meetings as appropriate to present and report on current data trends and work closely with the senior leadership team to provide reports.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification



Qualifications

Good education and evidence of continuing professional development. E

High level numeracy ability. D

Experience

Experience in a similar post. E

Experience of working in a school environment. D

Knowledge & Skills

Strong analytical skills and an ability to predict data. E

Excellent presentation and interpersonal skills. E

Working knowledge of Arbor and SISRA or a similar package. D

Good understanding of the national curriculum. D

Personal Competencies

Ability to use own initiative. E

Flexible approach to working. E

Sense of humour. E

Curriculum Information



At The Whitby High School, we pride ourselves on offering a broad and balanced curriculum that is tailored to the context in which our school is based. Our curriculum is designed to provide our students with a well-rounded education that prepares them for success in their future endeavours.

Our curriculum is driven by the needs and interests of our students and the local community. We recognise that every student is unique and has different strengths, talents, and aspirations. Therefore, our curriculum is flexible and adaptable, allowing for personalised learning pathways that cater to individual student needs.

We offer a wide range of subjects, including core academic subjects, arts, sports, and vocational opportunities. This ensures that our students have the opportunity to explore their interests, discover their passions, and develop a strong foundation of knowledge across various disciplines.

Our curriculum is designed to foster critical thinking, creativity, and social and emotional intelligence. We aim to develop well-rounded individuals who are equipped with the skills and knowledge necessary to thrive in a rapidly changing world.

Pastoral Care



At the Whitby High School we are committed to providing high quality pastoral care for all our students. The pastoral care teams in the school work together to ensure each child is well supported. The role of the Form Tutor is viewed as one of the most significant pastoral roles and high quality training and support is provided for all staff to be able to fulfil this role effectively.

In Years 7 – 11 a Pastoral Leader leads a team of tutors in ensuring quality pastoral provision and meets higher level pastoral, safeguarding and behaviour needs. Across the wider pastoral team there are other roles including behaviour support, assistant pastoral leaders, safeguarding and attendance: everyone works together as a team to provide the best we can for our students. Overall direction is given to the team by a Deputy Headteacher and Assistant Headteacher.

About the Area



Ellesmere Port lies on the south eastern edge of the Wirral Peninsula, 6 miles north of Chester. The town has excellent communication links, both by rail and road and sits at the junction of the M53 and M56 motorways. The major cultural and sporting centres of Liverpool and Manchester are both less than an hour's drive away.

Chester, with its Roman heritage, excellent shopping and top-quality restaurants is around 20 minutes away by car. Ellesmere Port has excellent shopping facilities with the second largest M&S store in the country and the nationally famous Cheshire Oaks Designer Outlet.

Locally, there are a number of major tourist attractions including the National Waterways Museum, the Blue Planet Aquarium and Chester Zoo. A little further away in North Wales, lies the stunning scenery and beaches of the Snowdonia National Park.

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