



## Data & Exams Administrator

We are seeking to appoint a Data and Examinations Administrator at our Chalk Hills Academy to join our established Data and Examinations Team. You should be dynamic and enthusiastic and have the ability to work through problems. Willingness to learn and develop good working relationships. You will have experience in working within a team environment and be a confident Microsoft user of Excel, Word, database software and able to work with statistics. School experience of using SIMS is desirable and availability for the exam results days in August required.

If you want to grow and develop in a fast paced, dynamic and successful Academy, come and join us at The Chalk Hills Academy!

### Key Duties

#### Sixth Form

Responsible for Sixth Form Reporting and Data Collation.

Producing analysis and insights for stakeholders in line with Academy requirements.

Coordinating sixth form data collection processes across The Shared Learning Trust (Stockwood Park Academy & Chalk Hills Academy). Liaising with staff on both sites Coordinating the sixth form admissions & enrolment process across The Shared Learning Trust

Managing Sixth Form Course changes including tracking funding implications

Point of contact for checking DfE Performance points and Course Eligibility

Maintain and oversee Learner Record Service as required

Access DfE Level 3 Ready Reckoner to produce KS4 baselines and Value-added scores

Manage the use of ALPS across the trust including target setting and production of reports

#### Support for Data & Exams team

Support with KS3/4 termly data processes

Support set up reports and maintain Go4Schools, feed rules, markbooks and downloads and uploads

Support PLC Comment bank administration and usage in Go4schools

Maintain assessment manager aspects and results set in line with termly data processes including uploading data from Go4Schools, DfE and CTFs.

Create and use Assessment Manager marksheets in SIMS.

Support with over age deletions in SIMS in line with GDPR requirements

Produce data analysis documentation as required using Go4Schools, SIMS Assessment Manager and SISRA

Supporting the data team with catering system, FSM allowances, new admissions, attendance and punctuality data

Maintenance and coordination of the GL testwise application for delivering CATS, Progress testing and generating reports following testing. Including data to and from SIMS.

Support the Examinations Manager during peak periods as directed.

#### BTEC & Vocational

Policy Updates for BTEC and liaise with Exams for central policy updates

Support QN with BTEC processes.

Attend BTEC Group leaders meetings with the Centre QN

Support the admin process for BTEC and other vocational curriculums including the intention to offer process and collation

Support with the successful completion of the annual BTEC Quality Management Review

Facilitate the OSCA standardisation process with the BTEC Team

Support the Exams Manager with new programme approval and candidate registrations/certifications

Ensure all new BTEC/Vocational assessment material, templates, current assessment literature are distributed to programme leaders.



## Job specifics

<b>Start date</b>	asap
<b>Salary</b>	NJC L4 9-14 £20,903-£23,080 (dependent of experience) actual pro rata £18,892-£20,860
<b>Job Role</b>	Permanent, Full time, Term Time plus INSETs and 2 weeks (41 weeks) Mon to Thurs 8am-4pm Fri 8am-3.30pm

## Recruitment Timeline

3 <sup>rd</sup> Sept 2021	Position is advertised
<b>12pm 16<sup>th</sup> Sept 2021</b>	<b>Closing date for applications</b>
16 <sup>th</sup> Sept 2021	Shortlisting and contact with candidates - references will be requested
20 <sup>th</sup> Sept 2021	Interviews

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

## Why work for Chalk Hills Academy?

- £30 million state of the art building with well-equipped classrooms in an Ofsted rated 'Good' school
- You'll be working alongside a collaborative, forward thinking Principal and Senior Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities with free courses every Thursday catered to your developmental needs
- Excellent opportunities to develop and grow in a successful and expanding Academy
- Freshly brewed coffee for staff on arrival to the academy every morning in your own 12oz Bamboo reusable cup
- Employee of the month scheme winning shopping vouchers
- Fantastic staff benefits that make a difference to your work life balance

**Here's what Ofsted have to say** *"Together with your leadership team, governors and the trust you have established high expectations for behaviour, teaching and achievement. Leaders have made sure that strategies are in place which have led to improvements in the quality of teaching, learning, assessment and the curriculum. Leaders have high expectations for pupils' behaviour. Leaders work well with staff to ensure that the school is typically a calm, orderly and purposeful environment."* **Ofsted May 2018**

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on <https://www.thesharedlearningtrust.org.uk/current-vacancies5/845.html>

## We look forward to hearing from you!

If you have any questions about the role or would like to visit the Academy, please contact **HR Recruitment, Jay Powell on 01582 211226** or [j.powell@thesharedlearningtrust.org.uk](mailto:j.powell@thesharedlearningtrust.org.uk)

If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification, and outline any relevant experience and personal qualities you would bring to the Trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual Trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



## Welcome to The Shared Learning Trust

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust, as Principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength employing some 500 fantastic staff members who serve over 3,700 children within our communities. It is my privilege to be CEO of our family of schools and work with each Principal or Head of School to ensure the best possible education in their own Academy.



Our ethos is simple, to build a collaborative partnership of academies and schools that will provide exceptional educational provision, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged to experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider local community. They are role models and young leaders, who contribute to the collegiate ethos with maturity.

**Cathy Barr, CEO**

### ***We recruit people for attitude and train for skills***

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right teachers and staff help us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to clearly articulate our vision, values and expectations when putting together information for applicants.

### **We aim to recruit staff who**

- are excited by their role and by the prospect of working with young people, even those who are less motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands rather than complaining;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read; coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes,

**Cathy**



## About The Shared Learning Trust

- Vale Academy, Dunstable 2-11
- The Rushmere Park Academy, Leighton Buzzard 4-9
- The Linden Academy, Luton 4-11
- **The Chalk Hills Academy, Luton 11-18**
- The Stockwood Park Academy, Luton 11-18

We also offer a fantastic **Sixth Form** provision for students aged between 16-19, and this is based at both The Stockwood and The Chalk Hills Academy. Including in our **Sixth Form provision is our Football Academy Pathway** and brand-new Cricket Academy Pathway.

Our Academies are supported in their work by our **Teaching Trust, based at The Chalk Hills Academy**. The structure of our family of schools means that we can be with a child every step of the way, from teaching them to tie their shoelaces right through to congratulating them on their university place or their first job.

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

## CPD and Training – We invest in you!

All five Academies at The Shared Learning Trust are a part of our Teaching Trust, which is based at The Chalk Hills Academy. We aim to offer exceptional teacher training and high-quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualification for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As Chalk Hills Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.

## Safeguarding

***'We believe in the safeguarding and welfare of children and expect all staff to share this view'.***

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department for Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.



## Vision & Values 'Strive, Achieve, Believe'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

### Strive we will,

- provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.
- continue to work together to **share** innovative practice and to provide a wealth of opportunities for all pupils and staff
- have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets.
- focus on the development of all of our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

### Achieve we will,

- aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative.
- share strong Trust approaches to our key issues, for example, teaching, assessment, attendance and curriculum development.
- offer an interesting yet challenging curriculum in each of our academies.
- by our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all.
- continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence.
- place emphasis on collaboration with partners *outside of our Trust* to maximise opportunities for all **in** our Trust.

### Believe, we will,

- enable all of our learners to develop and flourish, through close working and regular communication with our families and local community,
- care for our families beyond the school day, supporting the development of high self-esteem and belief.
- ensure that every child in our Trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom.
- promote can-do attitudes and resilience across the Trust that develop belief and high expectation.



## Welcome to The Chalk Hills Academy



**Louise Lee, Executive Principal**



**Raza Ali, Head of School**

Dear Applicant,

It is a privilege and an honour to lead the Chalk Hills Academy.

Our students are extremely motivated and have an exceptional desire to achieve and behave impeccably. Our staff are highly qualified and work tirelessly in the pursuit of world class progress for all of our students. The facilities at Chalk Hills Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an Academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults. Learning is clearly at the heart of all we do.

***'It is the supreme art of the teacher to awaken joy in creative expression and knowledge.'* - Albert Einstein**

We are delighted to extend a warm welcome to you.

Best wishes,

**Louise Lee & Raza Ali**



The Shared Learning Trust

THE CHALK  
HILLS ACADEMY

## About The Chalk Hills Academy

Providing the very best education for all our students is the simple goal for The Chalk Hills Academy. Whilst firmly rooted in traditional values, we have made our Academy a vibrant and exciting place with a positive ethos that runs throughout the Academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state-of-the-art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.





## Ofsted at The Chalk Hills Academy

### Leadership and Management

- Together with (the) leadership team and the trust (the Principal has) established high expectations for behaviour, teaching and achievement. Leaders have made sure that strategies are in place which have led to improvements in the quality of teaching, learning, assessment and the curriculum. The consequence of this improvement is that pupils of all ages are making much better progress than last year.

### Behaviour of Students

- Leaders have high expectations for pupils' behaviour. Leaders work well with staff to ensure that the school is typically a calm, orderly and purposeful environment. Usually, pupils behave well around the school and in lessons. Leaders' work to support pupils with challenging behaviour has reaped some notable rewards.

### Achievement of Students

- ...pupils of all ages are making much better progress than last year. For example, disadvantaged pupils have made more rapid progress so that the gap between their outcomes and those of others is negligible. The most able pupils are also making faster progress because of the quality of questioning and the activities they are presented with that stretch them to think more deeply.

### Safety of Students

- Regular training helps ensure that staff are clear about their safeguarding duties. Leaders responsible for safeguarding make sure that suitable support is in place for pupils who might be vulnerable or at risk of harm. This includes working effectively with external agencies when needed. Secure procedures are in place for ensuring that pupils who attend alternative provision are kept safe.

### Welfare of Students

- Leaders are working effectively to reduce the proportion of disadvantaged pupils and pupils who have special educational needs and/or disabilities who have poor attendance. Leaders keep a close eye on the attendance of these pupils and act quickly, when needed, to ensure that suitable support is in place. Consequently, fewer of these pupils now have a poor attendance record. Leaders recognise the importance of continuing this work to secure further improvements.

## Teacher Testimonial

*"Moving from Industry to Teaching was a daunting yet exciting experience; I joined Stockwood Park Academy as an instructor to see if teaching was for me and have never looked back! The seamless transition into education was exciting, demanding, and the best decision I made. Like many teachers at the school, my role has evolved, and I have been fortunate enough to work across the Trust in different positions. The Trust has provided me with multiple opportunities to grow and develop. I now work as an Assistant Principal at The Chalk Hills Academy, with a focus on The Teaching Trust, Admissions and Science. I feel extremely privileged to be working for an organisation that inspires learning, growth, confidence and creativity, and challenges students to rise to their full potential in a warm and caring environment."*

*Mrs Jabbar, Assistant Principal*



## Job description

### Job Title – Data & Exams Administrator

Salary: L4 Scale Points 9 – 14

Hours: 37 hours Term time + INSET + 2 weeks

Department: Data & Exams Team

Responsible to: Senior Data Analyst

### JOB PURPOSE

**To support the work of the Data and Exams team at The Chalk Hills Academy and coordination of the Sixth Form Enrollment and admissions process for The Shared Learning Trust. Support the Academy QN.**

### Main Duties and responsibilities

#### Sixth Form

Responsible for Sixth Form Reporting and Data Collation.

Producing analysis and insights for stakeholders in line with Academy requirements.

Coordinating sixth form data collection processes across The Shared Learning Trust (Stockwood Park Academy & Chalk Hills Academy). Liaising with staff on both sites Coordinating the sixth form admissions & enrolment process across The Shared Learning Trust

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Ensure all new BTEC/Vocational assessment material, templates, current assessment literature are distributed to programme leaders.



# Person Specification

## Data & Exams Administrator

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Willing to undertake training and development activities	✓		
<b>EXPERIENCE</b>			
Experience of using SIMS.	✓		AF/IV
Experience of using SIMS Assessment Manager and Lesson Monitor modules.		✓	AF/IV
Proven ability to problem solve and trouble shoot without seeking further guidance.	✓		AF/IV
<b>SKILLS/KNOWLEDGE/ABILITIES</b>			
Knowledge of a range of IT software and able to use Microsoft Word, Excel, database packages and email	✓		AF/IV
Have an understanding of basic exam and assessment procedures.	✓		AF/IV/PT
Willingness to learn and the ability to develop good working relationships.	✓		AF/IV
Experience of working within an educational setting.  Curriculum & DfE knowledge of requirements relating to the performance tables.		✓	AF/IV/PT
Experience and knowledge of ALPS, SISRA and Go4Schools. As well as familiarity with the DfE secure platforms such as K2S & LRS.		✓	AF/IV
Have an understanding of Sixth Form funding requirements and eligibilities.		✓	AF/IV
Ability to work under pressure whilst meeting deadlines and managing conflicting demands.  Willingness to adjust working arrangements to meet the day-to-day service demands whilst demonstrating resilience, flexibility and adaptability.  Ability to work to a high degree of integrity, confidentiality and accuracy.	✓		AF/IV



Ability to work independently and collaboratively as part of a team in a service orientated environment.			
Ability to demonstrate knowledge and commitment to Equality and Diversity and how this has been applied in previous roles	✓		AF/IV
A knowledge and understanding of the requirements of Safeguarding Children and Vulnerable Adults in the education sector as applicable to this role	✓		AF/IV
A knowledge and understanding of health and safety standards and best practice	✓		AF/IV

AF = Application Form  
IV = Interview  
REF = Reference  
PT = Presentation and/or test

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.