



SOUTH DARTMOOR COMMUNITY COLLEGE



Data and SIMs Manager

Monday – Friday 8.45am – 4.15pm term time plus 2 weeks during Summer Holiday





SOUTH DARTMOOR COMMUNITY COLLEGE

Dear Applicant,

Thank you very much for your enquiry regarding the post of Data and SIMs manager.

The College has recently been through a restructure and as a result we are now looking for someone to join our school who will be able to work closely alongside the school leadership team. We are keen to hear from candidates who are well organised, able to use their initiative and enjoy working in busy and stimulating environments.

South Dartmoor Community College sits within the historic town of Ashburton and we have one of the largest catchment areas in the country as many of our students live within the stunning Dartmoor National Park. We have a large campus with additional sports fields, tennis courts, an astro turf and a welcoming sixth form environment set in Place House adjacent to the College. The College also has a Communication and Interaction Resource Base (CAIRB) onsite which support students with autism.

We have supportive parents and the pastoral provision at the school is extremely strong as well as our creative arts and sporting departments.

The closing date for completed application forms is 12 noon on Monday 19th August. Interviews will take place on Tuesday 27th August.

Thank you for your interest in the post and we look forward to receiving your completed application form.

Yours faithfully,

Rachel Shaw
CEO/Executive Principal.



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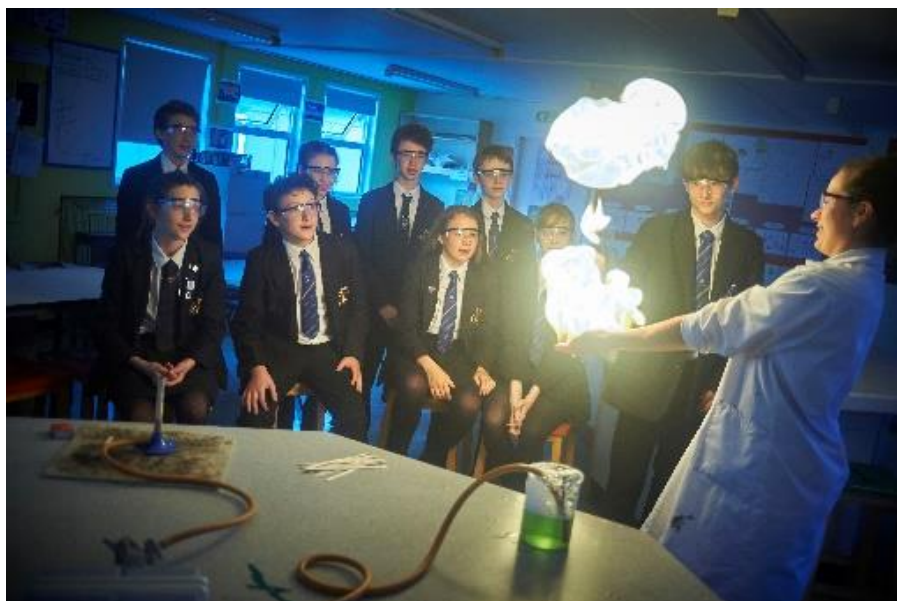
About South Dartmoor Community College

OUR VISION

The core guiding principle that lies at the heart of everything we do at South Dartmoor Community College is to encourage and develop personal responsibility among all members of our community. We believe in empowering students to take control of their own learning and their own lives so they know how to make good choices and also have the ability to thrive in a fast moving, ever changing world. By creating a learning environment that has high expectations of everyone - and by modelling the behaviour that we expect from our students - we can provide the stepping-stones that bring dreams closer to reality.

OUR SCHOOL

South Dartmoor Community College has approximately 1250 students on roll, including the 6th Form College. The school is split into 5 houses named after local Tors on Dartmoor and the pastoral care of students is very strong. The school also has a CAIRB (communication and interaction resource base) that supports 12 students with communication and interaction needs in accessing mainstream education. The school has a strong reputation for the quality of its arts and sports provision. We also run the school sports partnership which engages with over 50 primary schools and their local secondary schools to provide both competitive and non-competitive sporting opportunities for primary pupils.





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Ashburton

Ashburton is a small rural town situated within the Dartmoor National Park, and often described as a gateway to the Moor. The town's history is largely built on the wool and tin trade and it has maintained the role of Portreeve for 1198 years, leading Medieval courts. There are many cultural and sporting opportunities within the town.



Ashburton has easy access to the A38 and is less than half an hour from both Exeter and Plymouth, affording an easy commute. Our unique location makes it ideal for pursuing many leisure activities including moor walking, mountain biking, caving, rock climbing, white water kayaking and sea related sports/activities. In addition to this, the university cities of Exeter and Plymouth both offer cultural experiences with theatres, respected venues and contemporary restaurants.





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About South Dartmoor Multi Academy Trust

South Dartmoor Multi-Academy Trust was formed in April 2011 and consists of 7 local schools: Ashburton Primary, Atrium Studio, Buckfastleigh Primary, Ilsington C of E Primary, Moretonhampstead Primary, South Dartmoor Community College and Widecombe Primary.

At SDMAT we want all of our schools to have their own identity and sense of purpose that reflects the needs and ethos of their community. We also recognise that we are stronger when we can work together and share the best practice within our schools to benefit the education of all of our children. All schools within our MAT ensure:

- **We put children first** - we care deeply about all of the children in our schools and are committed to combatting disadvantage by ensuring children achieve the highest standards;
- **Staff are valued** and have a common sense of purpose – staff have clear roles, a work/life balance and the opportunities to develop and grow and become experts in their profession;
- **Our communities feel proud** of the school their child attends and benefit from our work in helping children enter the adult world as valued members of society who have much to contribute.

These principles underpin all that we do and are often a focus for our next steps of development as a group of schools. We are extremely united and dedicated in wanting to achieve the highest quality of education for all our pupils and all school leaders within the academy are invested in wanting all the schools to succeed. There is a huge amount of transparency within the schools as we can only work effectively together by fully understanding the challenges each school faces.

Academy Governance

Each school has retained a local governing body which is focussed on monitoring the quality of provision within their school and providing challenge and support to school leaders. The directors of the academy set the strategic direction for the Trust and monitor performance and the members are guardians of the vision and ethos of the Trust.





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Job Description

South Dartmoor Community College

Data and SIMs Manager

Working time: Monday to Friday 8.45am – 4.15pm term time only (excluding 30 mins lunch) – 1400 hours per annum

Salary Grade: Grade D (£10.14-£11.19 per hour) - Term Time Only plus 2 additional weeks during the Summer Holidays for exam results

Reporting to: Assistant Principal for Assessment and Standards

Disclosure level: Enhanced

RESPONSIBLE TO: PRINCIPAL, LOCAL GOVERNING BODY & DIRECTORS

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact. To adhere to and ensure compliance with the relevant SDCC Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Principal or to the CEO so that a referral can be made accordingly to the relevant third party services.

MAIN PURPOSE OF THE JOB

To provide strategic leadership and management on and within Data, Assessment, Examinations and MIS to drive the use of data to raise standards across the school. To provide specialist expertise and data analysis using the school's management information systems (SIMS).

Key duties and responsibilities

- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.



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- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide support to the senior leadership team and Local Governing Body as requested.
- Represent the support staff at relevant meetings.

Responsible for SIMS:

- Take the lead role in the development, maintenance and management of record/information systems.
- Input of data using SIMS packages to assist with the fully integrated student database.
- System Manager – maintenance of the school MIS system, set up staff accounts, access rights, attending training courses and training staff internally.
- Responsible for ensuring that system backups are run.
- Responsible for the upgrading of the system and issue notification to staff of changes in the modules from each upgrade.
- Awareness of external SIMS training and matching this to internal need.
- Prepare and deliver SIMS training in house to appropriate cohorts of staff.
- Supervision of data input to ensure accuracy.
- Setting up of new systems to meet the needs of the Senior Leadership Team, Heads of Year and Faculty Leaders
- Responsible for Statutory Returns – School Census - 3 times per year, School Workforce Census

Reporting

- Producing a bank of reports for all to use.
- Reporting on all data held within SIMS.
- Reporting and solving SIMS software problems.
- Keep accurate records of free school meals within SIMS and inform kitchen of any changes.
- Keep accurate records of all groups in SIMS e.g. PP, CiC and EAL data
- Co-ordinate with SENCO to ensure all SEN and IEP information is accurate and up to date.
- Maintain accurate and up to date personal staff information in SIMS and report on this where necessary.
- Help prepare Sims for the coming academic year and perform student curriculum assignment in SIMS.
- Support and liaise with attendance officer.

Responsibility for School Data:

- Setting up of school student data assessment system and ensuring it is up to date.
- Input data accurately and efficiently.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports /information.
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.
- Write, design and produce reports illustrating trends in school data.
- Liaise with Heads of Department and Senior Leaders in producing information to raise student achievement.



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- Be responsible for completion and submission of complex forms, returns etc to SLT, local governing body and to outside agencies e.g. Dept for Education
- Provide data to inform whole school and individual student targets.
- Produce and update student targets and assessment information as per assessment calendar
- Produce data reports to inform parents of individual student progress.
- Produce detailed analysis of student targets and assessment information to Heads of Department and Senior Leadership Team.
- Liaise with Examination Officer regarding external/internal data produced from the examination process.
- Provide analysis of examination results.
- Provide recommendations on school data collection, methods of analysis and methods of collection.
- Produce and respond to complex correspondence.
- Manage complex administrative procedures.
- Undertake research and obtain information to inform decisions.

Responsible for Reporting:

- Set up, produce and maintain the school reporting system.
- Contribute to whole school discussions about the reporting cycle and its ongoing development.
- Work with the Assistant Principal to delegate tasks to support school reporting system.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken. You will be required to carry out any other duties reasonably requested by the Head teacher or other senior members of staff.

To model the behaviours of a professional at all times.



Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

	Essential	Desirable
Qualifications	A high level of formal education including GCSE grade C or above in English and Maths	Degree level qualifications
Experience	Experience of using data management systems and statistical analysis Experience of writing professional reports	Experience of working in a school setting
Skills and Knowledge	A good understanding of safeguarding and Keeping Children Safe in Education 2019. Knowledge of Management Information Systems An excellent level of computer knowledge, keyboard skills and software expertise. An excellent working knowledge of Word and Excel Excellent communication skills both verbally and in writing Ability to maintain confidentiality Willingness to undertake any additional training	Knowledge of SIMs



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Personal attributes and abilities

Personal resilience and the capacity to work effectively and stay calm under pressure are essential.

Strong communication skills and the ability to work independently and problem solve.

Ability to work well under pressure to meet deadlines.

Well organised and excellent communication skills.

Flexibility to work outside of hours where required to meet implementation deadlines.

The Local Governing Body and Directors are committed to safeguarding and promoting the welfare of children and young person and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced DBS.



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The Application Process

Application forms:

Application forms and the recruitment pack are available from the school website (News/vacancies) or you can contact the school directly via phone or email.

School Visits:

Visits to the school are welcomed. Please contact the school directly to arrange to be shown around the school.

Closing Date:

Please send completed applications by email to the school (rshaw@southdartmoor.devon.sch.uk) by **12 noon on Monday 19th August**. Applications received after this time will not be considered.

Shortlisted candidates invited for interview:

Shortlisted candidates will be invited for interview and reference will be taken up and proof of identity and qualifications will be required.

Interviews:

Interviews will take place over on **Tuesday 27th August** and will be at South Dartmoor Community College.

Contact details

South Dartmoor Community College

Balland Lane, Ashburton, Devon TQ13 7EW

Telephone: 01364 652230

Email: rshaw@southdartmoor.devon.sch.uk

Web: www.southdartmoor.devon.sch.uk