



MONK'S WALK **SCHOOL**

Data Manager

September 2023

Candidate Information Pack



'Excellence for All'

This post

We are looking for a proactive and approachable person to undertake the role of Data Manager. The role will involve working within the data management area of the school, liaising with the Deputy Headteacher in charge of curriculum and assessment. The position will also involve working with the school management systems, data protection and school website.

The starting date for this post is September 2023 or as soon as the successful candidate would be available. Flexible working arrangements are available for this post. This is not a term-time only post.

Closing date for applications: **noon on Friday 7 July 2023.**

Key facts about Monk's Walk School

All Ability

For students aged 11-18 of all abilities. Over 1400 students

Popular and oversubscribed

690 applications (246 first preference) for 236 places in Y7. 92% of parents say they would recommend the school (Parent survey June 2022)

Strong ethos

Inclusive ethos with focus on mutual respect and good behaviour. We aim for our students to be co-operative, courteous and kind.

Academically successful

Record outcomes at both GCSE and A Level in 2022

Broad Curriculum

24 courses delivered at GCSE and 26 at A Level, including all three sciences

Broad extra-curricular programme

A wide programme of activities, trips and visits and enrichment activities

Popular and growing sixth form

260 in the sixth form and a member of the Welwyn Hatfield consortium.

Strong focus on wellbeing

For both staff and students. 99% of staff say they enjoy working at MWS (Staff Survey July 2022)

Strong focus on staff development

We are committed to staff development including Initial Teacher and Early Career Framework training.

Our school

We are a mixed school of about 1,400 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London. Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely. In September 2020 we opened a new teaching block to replace one of the more rundown ones. The DfE have just agreed funding for a new sports hall for the school.

Monk's Walk is a genuinely all-ability school. The number of students with learning challenges is below the national average, with 11.6% supported at school action plus or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus.



Parental confidence in the school is high; there were 690 applications for 236 places in Year 7 for September 2022, with 246 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high, although in common with most schools affected by COVID. Our aim is for our students to be co-operative, courteous and kind.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In February 2018, the school was judged by Ofsted to be 'good' - please read the inspection letter which can be found on our website (or on Ofsted's) should you wish to apply. We were really pleased with the comments made by inspectors. We are currently 'in the window' for our next inspection although I believe Ofsted are running about 4 terms behind (would make us due in Summer 2023).

GCSE exam results in 2022 were the school's best ever results. 61% of students gained the strong basics (grade 5+ in both English and Maths) and 80% standard basics (grade 4+ in English and maths). Our attainment 8 was 55.7 and progress 8 +0.47. All well above national. Students of all abilities did better than would have been expected, given their starting points. Disadvantaged students made the progress that would have been expected given their starting points – unlike in most other schools in Hertfordshire where it is often well below. Students with SEND did phenomenally well. To look at the school's results in the league tables google 'school performance tables 2022'.

In terms of progress, disadvantaged and SEND students do better in the school than they do nationally. Ethnic minority students attain very well and have good progress, as do each of the ability groups. We pride ourselves on the fact that Monk's Walk is an inclusive school.

The school has about 260 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students. Monk's Walk has the largest sixth form of the five schools and currently we have 74 guest students in Year 12 and 65 in Year 13. At Monk's Walk we concentrate on providing A Level only (with the exception of iMedia), with decent numbers of students studying the facilitating subjects. Vocational programmes can be taken at Oaklands College or in other consortium schools.

A Level results in 2022 were also the school's best ever, with average point score per grade at 42.17 equivalent to B+. This is even higher than national in 2021 when grades were inflated due to lack of exams. We are very proud of the destinations of our sixth form students. In 2022 almost all students who applied made it to their first or second choice university, high quality apprenticeship or employment. Students access a range of universities, with over 40% accessing Russell Group in 2022. We currently have 11 former students at Cambridge University.



We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial of course.

Unfortunately, some schools are making cuts in creative subjects such as Art, Music, Drama and PE and even some DT specialisms. At Monk's Walk, these subjects are strong as we see these areas providing important learning opportunities for our students. All of these subjects are running at GCSE and A Level. Science subjects are among the most popular subjects at A Level.

We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama.

Knightsfield School (a special school for deaf children) is co-located with Monk's Walk School. We have an outstanding partnership arrangement where we provide some teaching in key stage 3 and some students are also integrated into GCSE groups. Knightsfield students join ours for lunch every day in our canteen in B Block. One of our music teachers teaches at the school.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.

Safeguarding at Monk's Walk

Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. At Monk's Walk, safeguarding is everyone's responsibility.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is, therefore, exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post, this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

Job description

Post Title:	Data Manager
Job Grade:	H8 + Outer Fringe
Hours:	Full time, 37 hours per week, 52 weeks per year
Responsible to:	Nick Haynes, Deputy Headteacher (Curriculum)

Job Purpose

- To support the school in keeping all students safe
- To maintain and administer student/class data and assessment data on the school's MIS (SIMS), EduLink and SISRA.
- To produce student reports and assessment tracking reports
- To ensure that the school is GDPR compliant
- To maintain and administer the school website and social media.
- To provide support and emergency cover for the Exams Officer
- To ensure that the School's aims are put into practice

Key Processes

- Administration
- Liaising with staff
- Data management
- Data analysis/entry
- Advise on data protection in liaison with the external DPO
- School website and social media
- Supporting the Network Manager and the IT Technicians
- Promotion of the School

Key Areas of Responsibility

Assessment and data analysis

- To ensure that all public exam results are reported to students.
- To ensure assessment templates are correctly set up to enable reporting to parents at all Key Stages. This will include liaison with the consortium administrator regarding the consortium MIS.
- To ensure all data is collected and student reports are produced in preparation for ARD or other events.
- To work with Deputy Headteacher on quality assurance processes for reporting.
- Produce academic performance reports, for public exam results and internal assessments, for effective analysis by members of SLT, Heads of Department, Heads of Year and classroom teachers.
- Liaise with Deputy Headteacher in preparing data for school use in an efficient and timely manner to impact on student performance.
- To upload CAT and KS2 results onto SIMS.
- Create reports, context sheets and other useful data sources for teachers as required as part of whole school processes to assist in teacher planning and preparation for students.
- To use FFT to upload student targets.
Lead staff training on the use of systems to access student data.

School records and data management

- To maintain Learning aims, class sets and all set changes on the school's MIS.
- Update student timetables, class changes, room changes on whole school timetable.
- Prepare and ensure all information is accurate in preparation for DFE census.
- Support the Deputy Headteacher in inputting the timetable onto SIMS

Data Protection

- To be a member of the GDPR team (currently 4 members)
- To be proactive in the work of the GDPR Team supported by an externally appointed DPO
- To lead on the following aspects within the GDPR team:
 - SAR's
 - Data Audit Records
 - DPIA's

Maintenance of school systems

- To oversee and maintain Parent's Evening Booking system.
- Manage the pastoral and academic year end processes for SIMS, Wisepay and Live Register.
- Maintenance of student and parent data for Wisepay and Live Register
- Operate, update and maintain SISRA and Unifrog
- Manage the pastoral and academic year end processes for SIMS, Wisepay and Live Register.
- To produce online KS4 and KS5 option forms.

Website and Social Media

- To maintain and manage the school website.
- To ensure all parts of the website are Ofsted compliant.
- To ensure social media is used effectively at promoting the school.
- Monitor use of social media on the internet about the school.

Further duties

- To assist with the Exams Officer as required.
- Produce reports as requested by SLT, HoDs and HoYs.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Person specification

1. Educational Qualifications

- Minimum GCSE grade A-C (or equivalent) in English and Maths
- Evidence of Continuing Professional Development
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2. Professional Experience

- Experience of working in a school or similar organisation
- Experience of leading a team (Desirable)
- Competent ICT user

3. Professional Knowledge and Understanding

- Effective practice and approaches to administration
- Ability to use ICT (Microsoft Office is essential)
- Able to communicate both orally and in writing
- Able to prioritise

4. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Is committed to the administration process
- Can lead, motivate, enthuse and inspire staff
- Can plan, organise and delegate
- Has a good telephone manner
- Is reliable, well organised and committed to high standards
- Is co-operative, flexible and responsible
- Is sympathetic to the needs of the school community
- Is patient, optimistic and has a fantastic sense of humour
- Is punctual, with a smart appearance
- Is trustworthy and able to maintain confidentiality

Your role in our future

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school with the ambition and plans to be even better.

We are not complacent though – we know all schools have room for improvement! We set ourselves high standards and ambitious targets to enable us to reach our goal.

I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the data management/reporting for the school and would like to join us, then please apply.

If you would like to talk about the post in a bit more detail before applying, please contact Nick Haynes; Nick is Deputy Headteacher and is the senior leader with line management responsibility for the Data Manager. His e-mail address is nhaynes@monkswalk.herts.sch.uk.

How to apply

I really hope the information we have provided makes you want to apply to join us.

Please apply, via the link to My New Term on our website. You should also write a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2, 3 and 4 on the person specification (pages 7 and 8 in this pack).

The deadline for us to receive your application is **noon on Friday 7 July 2023**.

We look forward to hearing from you.

Kate Smith
Headteacher
June 2023