



Job Application Pack

Data Officer

Contract: Permanent, part-time, 20 hours during term time only

Salary: Scale 4 (£19,554 to £21,166 pro-rata)

Closing date: 24th November 2019 at 5pm

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Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of **Data Officer** at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 11-19 years old. Our aim is to ensure that young people who are passionate about STEM have opportunities to realise their maximum potential with us. We currently have 750 students and we will grow to our capacity of 840 students next year. NUAST opened as a 14-19 school in 2014 and we took our first Year 7 cohort in September 2018. NUAST is well regarded within Nottinghamshire and is over-subscribed for entry.

It is an exciting time to join NUAST as the academy moves towards its full pupil cohort. The person appointed to this role will have a key opportunity to develop and shape the academy.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available. NUAST has achieved excellent results and has firmly established a reputation for academic success.

Working at NUAST will be an exciting and challenging chapter in your career. Along with the responsibilities associated with the position, the successful candidate will be responsible for helping to form the culture, ethos and working practices of the Academy at every level. Our OFSTED inspection graded us as Good overall and Outstanding for Sixth Form. We seek to appoint a Data Officer who will help us develop as we move forward to becoming Outstanding in every aspect of our work.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R White', is placed over a light grey rectangular background.

Robert White

Application Process

If you feel that you could contribute to the students and team at NUASt, we would welcome your application.

All applications need to be submitted online at: <https://www.novaeducationtrust.net/vacancies.php>

Wherever possible, please provide email addresses for your referees.

Closing date: please ensure your application arrives by 5pm on the closing date of Sunday 24th November 2019.

Interviews for the role will take place on Monday 2nd December 2019.

If you have not heard from us within five days of the close of application this means that you have not been successful on this occasion.

About NUAST

The Academy

NUAST is an 11-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with the University of Nottingham and industry partners at KS3, KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

Curriculum

Our curriculum balances specialist teaching in STEM with the other core subjects which students will need to get a place at a university or secure a good job or apprenticeship.

The Academy Day

To ensure that NUAST can offer the broadest set of experiences for each of its learners, the academy operates an extended working day.

Starting at 8.30am, the academy's formal curriculum offer operates until 3.00pm with additional after-school study provision available until 4.00pm Monday – Wednesday. Thursday sees student leave the Academy at 3.00pm with staff CPD taking place until 4.00pm.

This extended day allows us to deliver our unique curriculum and provides students with the opportunities to access a wide range of enrichment activities.

Pastoral Care

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

Industry Partners

From the very start, NUAST has had the support and guidance of some of the biggest industry names in Product Design and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUASt, they will have the opportunity to work with these companies alongside NUASt teaching staff. Students will leave NUASt fully equipped to enter the world of work or higher education with an enviable set of experiences and contacts.

NUASt has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba XMA Esendex Experian

Employer engagement has proved to be invaluable. We seek to expand this to all areas of the curriculum.

Education Partners

In addition, NUASt is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff. The university will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, education provision is supported by the Nova Education Trust.

As education partners, the Trust deliver exceptional educational support with access to curriculum and pastoral groups, and support in areas such as safeguarding, Governance and other central service functions.

Facilities

Housed in a purpose-built, iconic building, NUASt offers the most advanced GCSE and Post 16 facility for the teaching of science, mathematics, Product Design and computer science in the local area.

Industry standard science, IT and Product Design facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Having opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

NUASt is a remarkable investment in the young people of the East Midlands.

For more information about the academy visit: www.nuast.org.uk



JOB DESCRIPTION

Job Title	Data Officer
Reporting to	Business Operations Manager
Salary scale	22-28 £20,344 up to £21,589 per annum FTE
Hours and weeks	Part-time, 20 hours, term time only
Job Purpose	<ul style="list-style-type: none">• To provide data analysis and performance data to the academy and its students.• To assist the school Finance Officer.

SPECIFIC RESPONSIBILITIES

- Input data into SIMS, liaising with teachers to ensure progress tracking is accurate and timely
- Assist with school data returns are completed accurately and on time including the school census
- Extract data from SIMS and convert into excel reports to enable further analysis
- Produce and interpret reports to show trends
- Check data that is to be published in the DFE Achievement and Attainment Tables
- Manage the process for collecting student assessment data from teaching staff using our Management Information System (MIS)
- Use internal analysis systems to provide school leaders with relevant information to enable the implementation of effective pupil intervention strategies
- Provide analysis of student attainment data for cohorts, subjects, classes and key groups of pupils such as Pupil Premium and SEN
- Lead data analysis
- Maintaining the SIMS database and producing of data reports for SLT
- Download KS2 data
- Produce student targets based upon KS2 data.

GENERAL RESPONSIBILITIES

- To assist Finance Officer and admin teams when required.
- To support the overall ethos of the Academy
- To promote and support the implementation of the school's aims, policies and values
- To work flexibly as part of the support staff team to contribute to the smooth operation of the academy

- To commit to safeguard and promote the welfare of children and young people
- To assist with duties relating to student safety and security, including break and lunchtime duties
- Attend meetings as required
- To develop your own skills and take part in continuous professional development.

The above job description is a guide to the work you may be required to undertake and may change from time to time to reflect changing circumstances. You may also be asked to undertake any other duties as reasonably requested by the Principal or the school leaders.

Person Specification:

Factor	Criteria	Essential/ Desirable	Method of assessment*
Qualifications	Be highly numerate - minimum A' level or degree level education	E	A
Experience	Experience of manipulating data in Excel spreadsheets	E	A/I
	Have a strong working knowledge of a range of ICT software (e.g. SIMS, Microsoft Office, in particular Excel, and MIS systems) and the ability to learn new software quickly.	E	A
	Have the ability to analyse large volumes of complex data and present the results to a range of stakeholders	E	A
	Knowledge of completing Census	D	A/I
Skills and Knowledge	Be well organised, have a strong attention to detail in order to produce work to a high level of accuracy	E	A
	Ability to work well under sustained pressure and within fixed deadlines	E	A
	Up to date knowledge of examinations practice and procedures	D	A/I
	An understanding of educational agendas and external performance indicators	D	A/I

Personal Qualities	• Organised and able to multi-task and prioritise	E	A
	• Good communicator at all levels	E	A
	• Team player	E	A
	• Enthusiastic and positive	E	A/I
	• Use of initiative and able to apply common sense to solving problems	E	A
	• Flexible and adaptable approach to work	E	A

*A – Application
I – Interview

Responsible to:	Principal
Date:	October 2019