

Applicant Pack

Data & Assessment Lead

Full-time, 52 week contract.

Application closing date:

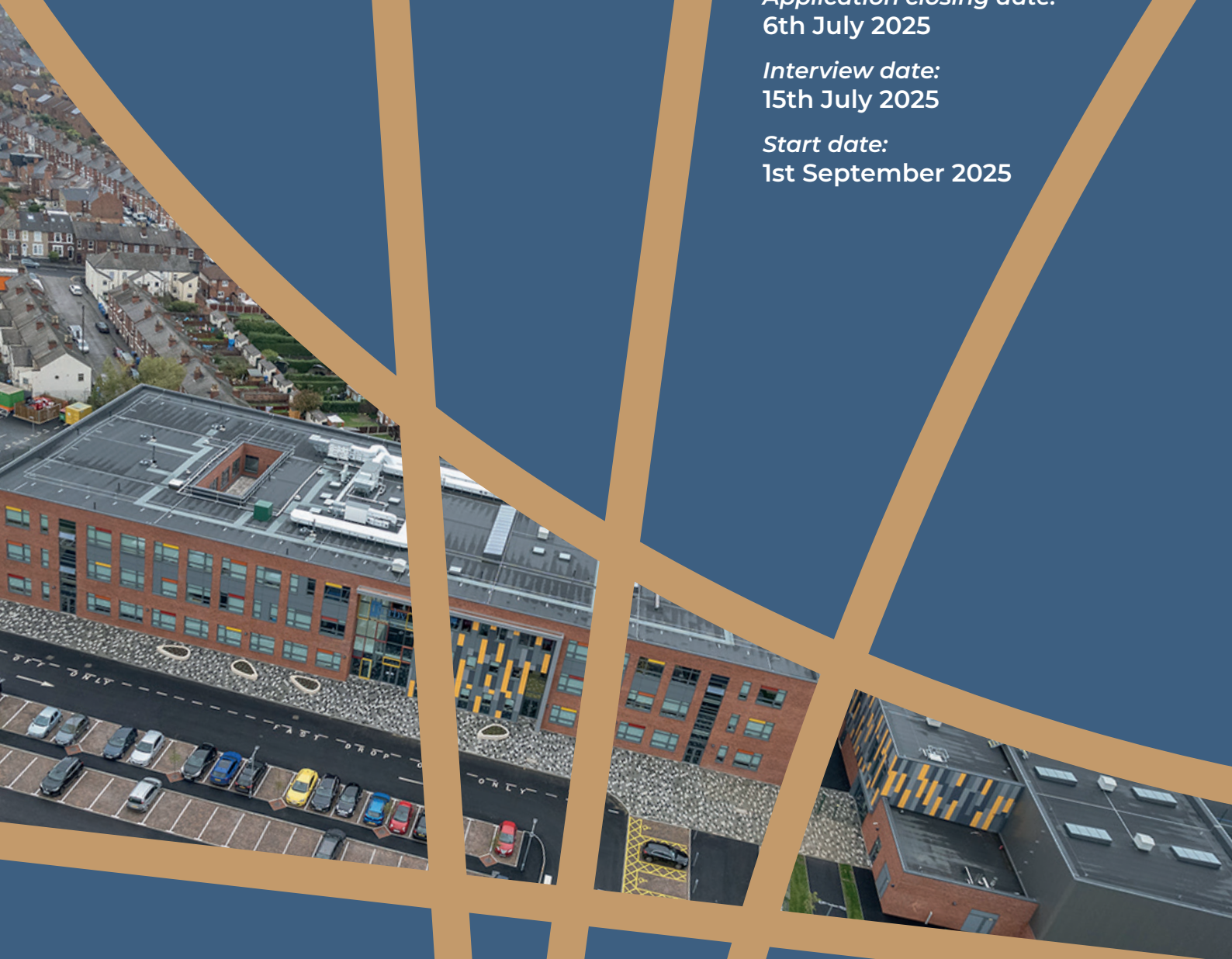
6th July 2025

Interview date:

15th July 2025

Start date:

1st September 2025



Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)

Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area.

The school has now reached capacity in terms of the age range of the school from Years 7 through to Year 13.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together, and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title: Data & Assessment Lead

Salary: PO1 pay points 28-31 (£37,938 - £40,476) pending a pay award

Job purpose:

- Manage the school's data integrity, reporting and analysis using the schools MIS system.
- Support the Senior Leadership Team (SLT) to make data-based decisions to drive student achievement.
- Support with timetabling and the efficient implementation of the curriculum model.
- Responsibility for the effective running and administration of all public examinations and to liaise with teacher, students, parents and examination boards in respect of examination requirements, entries result and communications, ensuring that the school adheres to all awarding bodies' regulations
- Overall responsibility for the running of all internal and external exams

As per the updated guidance in Keeping Children Safe in Education 2024, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main duties and responsibilities:

Management Information System

- Be responsible for data integrity, including: attendance, reporting, census returns, admissions/leavers, exclusions, student and staff details and assessment results
- Support the transition of new students to the school through the securing and inputting of personal and academic information
- Maintain relevant databases to ensure that they are up to date and fit for purpose
- Provide training to members of staff on the use of school information systems

Reporting

- Provide internal data and reports, as requested for the Headteacher, SLT, Local Academy Committee (LAC), DDAT, staff, students and parents regarding assessment information
- Provide data and reports to external bodies including the DfE and local authority
- Work collaboratively with the Trust Data Lead to ensure that secondary data is shared in a timely manner to support school and Trust leaders, as well as Trustees, to identify key trends, successes, and areas of improvement
- Analyse data and provide reports on key school performance metrics including; student progress, attendance, behaviour and assessment

- Provide SLT with high quality data and analysis to help set targets for students, and report on assessment results, highlighting any areas of concern
- Provide staff with assessment and target information for students
- Manage the academy's annual reporting process, ensuring students and their families receive regular and timely academic feedback

Exams

- Oversee and manage the Lead Exams Invigilator/Invigilators
- Report to the School Business Manager, the cost analysis of all examinations for the academic year
- Acquire and maintain an active knowledge of the examination system, exam board regulations, concepts and principles and any changes which occur within the examination field
- Support the maintenance and review of schools' examination policies in line with regulatory, national and exam board requirements and amendments
- Ensure the planning and publication of each year to staff, parents and students the exams schedule encompassing internal and public examinations

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Main duties and responsibilities – continued

- Ensure liaison with examination boards regarding all aspects of policy relating to exam regulations and update schools policies accordingly.
- Ensure the systems to be used for exam entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis
- Be the schools principle link with exam boards and external colleagues following up queries from subject leads and Headteacher regarding exam related issues, disseminating to relevant staff any literature regarding exams or syllabuses sent by exam boards
- Ensure liaison with subject leads and Headteacher regarding all exam entries and the timetable by which entries must be made
- Liaise with appropriate staff including the SENDCo to ensure the administration of access arrangements is in place
- Manage the secure receipt, storage and despatch of examination papers / coursework for all formal examinations
- Ensure exam entry statements are received, checked and distributed to students making and submitting any amended entries to the exam boards
- Manage the receipt of exam results, analyse all results and prepare for the Headteacher as instructed. Organise and distribute the results to students and the relevant summaries and data to the SLT and subject leads

Curriculum & Timetabling

- Work closely with SLT to timetable the curriculum model
- Keep staff and student timetables up to date using the MIS system
- Set up and maintain registration groups, allocate student memberships, tutors and pastoral leaders using the schools MIS
- Update and apply periodic and casual changes to courses, teachers and rooms
- Input of all relevant data to facilitate timetable construction and changes such as options
- Communicate timetable changes to all staff and students

Other duties

- To assist with the efficient running of the office and undertake general office duties/ assisting as required with Student Services, Medical, Reprographics and ordering equipment and resources when needed.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the School Improvement Plan priorities.
- Participate in any school staff review/ performance management processes involving identifying and meeting training needs for self and others.
- Contribute to school policies as appropriate and ensure there are copies available for staff
- Actively promote the safety and welfare of our children and young people

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none">• At least five A*-C GCSEs, including English and Mathematics.	<ul style="list-style-type: none">• Qualified to a degree level or equivalent• Have relevant Data Management / Exams training• An Enhanced DBS• An up-to-date first aid certificate.
Experience	<ul style="list-style-type: none">• Previous experience as a Data Manager• Experience of managing several projects at once, prioritising accordingly to meet deadlines.	<ul style="list-style-type: none">• Experience working within a school or educational setting.• Experience as an Examinations Officer
Knowledge and skills	<ul style="list-style-type: none">• Excellent data analysis skills, advanced Excel skills, and comfortable working with and manipulating large sets of data.• High level of proficiency with management information systems.• Be adept at problem-solving, including being able to identify and resolve issues in a timely manner.• Possess strong interpersonal skills.• Able to take ownership of tasks and work with minimal supervision.• Excellent verbal and written communication skills.• Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information.	<ul style="list-style-type: none">• Experience of working in a similar role within a secondary school setting

Person specification – continued

	Essential	Desirable
Knowledge and skills – continued	<ul style="list-style-type: none"> • Be organised, accurate and thorough in their work. • Be dependable, able to follow instructions and respond to management directions. • Have a willingness to extend skills through appropriate training. • Have the ability to record and analyse data using different systems. • Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR. 	
Personal qualities	<ul style="list-style-type: none"> • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities. • A commitment to supporting others. • An understanding of the importance of confidentiality and discretion. • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes. 	