Education Village Academy Trust

Job Title:	Trust Data and School Improvement Lead
Job Grade:	Competitive
Reports To:	School Improvement Director
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of leadership and management, employees, governors, trustees, learners, parents, external agencies and partners

Job Purpose

To support the Trust in driving the improvement of schools and outcomes for pupils through the provision of timely, accurate and valid data to key stakeholder groups, and the insightful interpretation and strategic analysis of data to facilitate improvement in key areas of provision.

Key Responsibilities and Accountabilities

You will be required to work collaboratively to meet the expected outcomes of this key leadership role.

1.	Act as EVAT's trusted advisor on all aspects of its data and lead the Trust's external data relations
2.	Lead the development and implementation of the Trust's data strategy, which will support the Trust in achieving its vision and strategic objectives and inform decision making
3.	Lead the development of data capture and recording systems across the Trust to ensure data is up to date, accurate, valid, accessible and well presented for a range of stakeholders, including future trend analysis and predictive modelling systems
4.	Work collaboratively with colleagues across the Trust to set and deliver on a vision, roadmap and programmes of work which are aligned with the wider data strategy
5.	Work with Trust senior leaders to make aspects of data capture and information analysis more efficient to reduce workload, such as by

	automating the production of key information, e.g. pupil progress reports, DFE returns
6.	Work with the Trust and its schools to ensure data systems and controls are in place to enable effective improvement planning, intervention and raising attainment and other outcomes for pupils, including ensuring assessment approaches and outcomes are valid and effective
7.	Manage and maintain bespoke interfaces between MIS across the Trust and provide analysis of MIS data that allows leaders, staff members and other professionals to: track pupil progress and target intervention; obtain an overview of staff development needs; provide strategic context for strategy and policy review
8.	Lead on a strategic review of MIS, completing an option appraisal, procurement (if necessary) and implementation of the optimal MIS for the Trust and its schools
9.	Ensure all data entry within the Trust is completed to appropriate qualitative standards and embed the requisite assurance controls that support this aim
10.	To undertake data audits and stakeholder surveys and present findings and recommendations to inform strategic planning
11.	To develop a range of real-time dashboards that show key performance indicators for the Trust to help inform the work of Executive Leaders and the Board of Trustees
12.	Provide effective challenge, resulting in improved outcomes for pupils
13.	Where necessary, to help develop curricula and pedagogy, and implement improvement plans and interventions, analysing and using data to continuously inform practice
14.	Contribute to the development of Trust-wide policy and projects by leading and joining working parties, delivering staff training and communicating and implementing at Trust and project level
15.	Participate in ad hoc project work to support the delivery of the Trust's Strategic Plan and associated improvement plans
16.	Undertake continuous professional development including participating in performance reviews and attending training as/when required

Person Specification

Qualifications	Essential or Desirable
Degree in related subject or ability to demonstrate equivalent experience	E
Qualified Teacher Status (QTS)	D
Post graduate qualification in relevant qualification	D
Skills	**Essential or Desirable**
Proficient in Microsoft Office programmes and use of IT to produce detailed data analysis reports and diagrams	E
Skilled in analysing data critically and thoughtfully, providing succinct, accurate and meaningful reports to key stakeholders, including trustees, governors, the school improvement team, school leaders, middle leaders and teachers as appropriate	E
Adept in identifying trends and using thoughtful analysis to inform proactive short-, medium- and long-term school improvement	E
Practised in working with school leaders to use data efficiently, effectively and smartly, so that it doesn't contribute to unnecessary workload	E
Effective as the leader of a team or teams and in working as part of a cross Trust team	E
Knowledge / Experience	**Essential or Desirable**
Experience of working with data at a whole-school or whole-trust level	E
A strong understanding of data in schools, including its use, limitations and the importance of its protection	E
Experience of School Management Information Systems (e.g. SIMS)	E

Experience in leading school improvement projects in a key strategic area for a Trust or other group of schools	E
Knowledge of current educational issues, including national policies, priorities and legislation	E
A strong understanding of child protection/safeguarding issues	E
A strong understanding of strategic school improvement, implementation and evaluation	D
A strong understanding of effective curriculum development in their specialist area	D
The ability to work with leaders (cross-phase and with special and mainstream schools) to ensure that their curriculum and pedagogical approaches work well for all children and young people	D
An effective teacher, who can contribute effectively to improved outcomes for target groups of pupils in their specialist area	D