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FRAMWELLGATE  
SCHOOL DURHAM



**Framwellgate School Durham**

**Assistant Data Manager**

**Candidate Information Pack**

**Salary scale Grade FSD5 (Pt 7-9) £19,554 to £20,344 (F.T.E.)**

**Pro rata to hours and weeks worked £17,671 to £18,385**

**(Full time, term time + 2 weeks, permanent)**

**Start Date – September 2020**



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## **FRAMWELLGATE SCHOOL DURHAM ASSISTANT DATA MANAGER**

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**Pro rata to hours and weeks worked £17,671 to £18,385**

**(Full time, term time + 2 weeks, permanent)**

We wish to appoint a highly motivated Assistant Data Manager to make a real impact in this rapidly improving school. The school has undergone significant change over the last three years with improving outcomes, a new ethos & uniform, excellent student behaviour and a 30% increase in the school roll. Some of these changes were reflected in a positive Ofsted inspection in May 2018, where our leadership & management, 6th form, and students' personal development, behaviour and welfare, were all graded "Good". The successful candidate will possess energy and enthusiasm and believe that every young person deserves the very best education.

An attention to detail and a willingness to learn, train and develop are all essential. This is a newly created post, supporting our current Data and Assessment Manager and we can offer you the opportunity to work in a supportive team where you will learn and develop on the job.

Framwellgate School Durham is a rapidly growing 11-18 non-selective secondary school within a Multi Academy Trust. The school roll is set to have increased by 35% in three years and by September 2020 we expect to have more than 1320+ students on roll.

As the Data Assistant you will provide administrative support to the Data & Assessment Manager with a focus on maintaining the integrity of the school's data. As part of your role you will ensure student data is accurate and up to date.

The successful candidate will support administration related to the smooth running of data within the academy, including the school's Management Information System (MIS), reporting process, and all other data systems. You will support the training of all staff in using the school's MIS and internal data systems and support the academy's reporting system to ensure parents receive effective and timely information about their child.

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list clearance will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership  
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DH1 5BQ  
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Email: [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com)**



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## **Letter of Welcome from Andy Byers, Headteacher**

Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school. I took up post in September 2017 and working alongside our talented and experienced staff, we have overseen significant change and improvement. Student behaviour is excellent, and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain. By introducing new systems to manage behaviour, rewards, assessment, marking, and teaching, and with a new ethos, uniform and curriculum, we have made huge strides in transforming the school.

I am looking for people who are passionate about their work, are reflective practitioners, and enjoy working in a team to make a difference to young people's lives. I think this is an incredible opportunity and hope you will too; you must be able to demonstrate resilience, humour and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day.

Three years ago, we had much smaller team; hugely talented and committed staff but struggling to make the difference they wanted due to limited capacity. By this September we will have almost completed our transformation with the appointment of more pastoral, support and academic staff. This post is new and will improve our capacity to provide data to staff and parents on a timely basis

Under normal circumstance I would suggest that you come and visit. We would love to talk to you in more detail about our plans and if you haven't visited the school before, I think you would have been impressed with many aspects of it. You may also want to decide whether you can work with us! Please see the timeline for applications at the end of this pack. If we are back to school in June, we will ensure that shortlisted candidates are able to look round the school. If we aren't back at this time, we will conduct the interviews remotely using videoconferencing technology.

In your application, please try to focus on what would make you an effective Assistant Data Manager and why you want to work at Framwellgate School Durham. Tell me why you are passionate about your work and make me feel like I am reading about you; try not to write a generic application which ticks the right boxes but doesn't tell me what you are like as a colleague.

We have changed so much already over the last three years (20+ new teachers, a new sports centre, a new school day, a new uniform, a new behaviour management policy and procedures, and most significantly, major investment in the pastoral staff) and have much more planned for 2020-21 with developments to our environment and an ever increasing number of students on roll. Developing colleagues in a supportive environment is at the heart of what we do.

Finally, one of you reading this will become the Assistant Data Manager in a fantastic school. You will love it. Good luck with your application.

Yours faithfully,

Andy Byers

Headteacher

May 2020



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## **About the school**

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are approximately 1250 students on roll including 130 in the Sixth Form. Our roll is projected to increase by a further 50-60 in September 2020 (by which time we will be oversubscribed), and within the next two years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

## **Aims and ethos**

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement (below) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018.

### **Excellence, Compassion and Respect for All**

Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

## **The curriculum**

We are committed to providing a knowledge rich curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one. Our curriculum is carefully planned and sequenced and taught by subject specialists.

We recognise that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic.

At Key Stage 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A Level and BTEC courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

## **Pastoral Care and Support**

Pastoral care is a strength of the school. This was recognised by Ofsted in 2018. All students are placed in tutor groups, and almost all teachers have a pastoral responsibility, remaining with their tutor group as they move from Year 7 to 11. The tutor is the first port of call for all students. In 2018 inspectors praised student behaviour; indeed, we



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place a real emphasis on this aspect of school life and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and around school, is excellent. We have effective and robust systems in place to manage behaviour and tackle issues from low level disruption, to more serious incidents.

## **Teaching and Learning**

Having introduced new systems to manage various aspects of school life, and a new knowledge rich curriculum, we spent 2019 developing and improving our classroom practice. We place a very high priority on developing our staff professionally. Middle leadership training has been a strong focus this year and there is an extensive programme of CPD opportunities which seeks to support all staff, identify their development needs and move forward in their practice. In 2017 we introduced collaborative planning time for all departments, to allow them to work together to plan exciting and engaging lessons.

We aim to ensure that our teaching stretches and challenges students, and we are increasingly research-led. We don't ask teachers to follow a prescribed learning cycle but we have invested a significant amount of time on training and CPD and have embraced Rosenshine's principles in planning the key ingredients of a good lesson.

The development of teaching is supported through a supportive appraisal process (no data-driven progress targets and objectives linked to improving professional practice), and lesson drop-ins and learning walks. The support for NQTs is exceptional and we are in the process of developing other training strands for RQTs and those aspiring to middle and senior leadership.

## **Ofsted**

Ofsted does not determine our practice, nor does it dominate our thinking, but we believe that our ethos, curriculum, teaching and support for students are such that an inspection will confirm our own judgements and recognise our successes. Our inspection of May 2018, soon after the new leadership team had taken up their posts, confirmed that we were heading in the right direction. Inspectors highlighted the following **"Strengths:**

- The new headteacher, supported by a recently appointed and skilled senior team, has brought much-needed drive and ambition to the school. In a short period of time, they have tackled a significant number of weaknesses effectively.
- Pupils' behaviour, sixth form achievement and pupils' progress in English and mathematics have improved. The quality of teaching is also improving.
- Pupils behave very well around the school. Most are attentive in lessons and show respect for each other's opinions. Parents and pupils value the high level of support provided by the school's pastoral team
- The sixth form is good. Most students make strong progress in their chosen studies. They are well supported to go onto higher education, training or employment."

A positive monitoring visit in July 2019 demonstrates that we are on the right track.

## **The Website and Social Media**

Our new website ([www.framdurham.com](http://www.framdurham.com)) gives an insight into the school and I would encourage all prospective applicants to look at it. Many departments have an active twitter account and you may be interested in the Headteacher account (@framheadteacher) and school account (@fram\_official). The Headteacher also writes a weekly blog ([www.framheadteacher.com](http://www.framheadteacher.com))



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## **Job Description: Assistant Data Manager**

### Main Purpose of the Role

As the Data Assistant you will provide administrative support to the Data and Assessment Manager with a focus on maintaining the integrity of the school's data.

### Main Duties and Responsibilities

- Accurate and efficient data entry to include both academic and pastoral information.
- Maintain regular data reports to SLT e.g weekly behaviour and achievement reports.
- Update student records and timetables.
- Input and update setting information supplied by Curriculum Leaders at various times of the year.
- Maintain parent and student registration for the appropriate app/portals they use.
- Update information on the seating planner software
- Support various pastoral and SEND data tasks.
- Update Year 6 transition records in the summer term and during part of the summer holidays.
- Maintain student registrations for various subject software packages.
- Run reports in preparation for parents' evenings and support the online system for making appointments.
- Liaise with and respond to queries from parents and carers regarding data issues
- To support the school in fulfilling its statutory duties in relation to data submissions to the appropriate body
- To carry out other appropriate and relevant tasks as directed by the Data and Assessment Manager

### General responsibilities of all staff

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, and adhere to all relevant safeguarding policies and procedures
- To carry out your duties with full regard to the Academy's Equality Policy
- To comply with Health and Safety policies, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others



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### Person Specification: Assistant Data Manager

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Five GCSEs at C plus (or equivalent) including English and maths</li></ul>	<ul style="list-style-type: none"><li>• Level 3 qualifications or higher</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Considerable experience of various computer applications including e-mail, word processing and spreadsheets.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a similar role</li><li>• High level of competence with MS Excel and good knowledge of Pivot and Power BI</li><li>• Experience of MIS systems (particularly SIMs)</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Good oral and written communication skills</li><li>• Excellent attention to detail</li><li>• Ability to use ICT effectively to support teaching and learning</li><li>• Ability to work effectively as part of a team</li><li>• Calm and positive approach</li><li>• Ability to relate well with children and adults and form effective working relationships</li><li>• Sensitive to the needs of others</li><li>• Active listening skills</li><li>• Ability to use own initiative when required</li><li>• Able to manage time effectively</li><li>• Creative thinker</li><li>• Excellent organisational skills</li></ul>	

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## The Application Process

Please complete the Application Form available from [www.jobsinschoolsnortheast.com](http://www.jobsinschoolsnortheast.com) or [www.framdurham.com](http://www.framdurham.com)

### Guidance on completing the application form:

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) by **Monday 1<sup>st</sup> June 2020 – 8.30a.m.** All applications will be acknowledged by email. Please DO NOT upload your application form to a website and please note that we do not accept CVs.

**Shortlisting will take place by Wednesday 3<sup>rd</sup> June 2020 and shortlisted candidates will be contacted soon after. Interviews are scheduled to take place on Wednesday 10<sup>th</sup> June 2020. Dates and times may be subject to variation due to the ongoing pandemic and, if necessary, interviews may take place remotely**

We regret that, at present, we are unable to arrange visits to the school in advance of an application, but if you have any queries or questions about the role, please contact Fiona Thompson, Executive Assistant [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) and she will arrange for someone to respond.