

Information and Curriculum Support Manager Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

June 2016

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join the Seaton Valley Federation in the brand new post of **Information and Curriculum Support Manager**. The successful candidate will work with the Senior Leadership Team and other stakeholders to develop and implement a cross-Federation IT and information management strategy. You will manage key projects to enhance student learning, support strategic and operational decision-making and streamline business support processes, as well as for the first time providing co-ordinated leadership for IT, data, exams, attendance, timetabling and technician support across the three schools in the Federation. This candidate information pack will tell you much more about our schools and the role.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All three schools are rated as 'Good' by Ofsted and Astley recently achieved first place in the 2015 Key Stage 4 national performance tables for similar schools in England. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed. Our staff are very focused on ensuring students achieve their best without losing sight of those individual needs.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Annette Rhodes, Head of School – ACHS/Lead for Student Attainment and Progress Years 5-13** on **0191 2371505**.



John Barnes
Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school who knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	554	159
Seaton Sluice Middle School	9-13	313	N/A
Whytrig Middle School	9-13	203	N/A

About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Whytrig Middle School	Good	January 2015
Seaton Sluice Middle School	Good	February 2013

Latest Ofsted report for Astley Community High School

Leadership and management	Good
Outcomes for pupils	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
16-19 Study Programmes	Good

Latest Ofsted report for Whytrig Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety	Good
Leadership and Management	Good

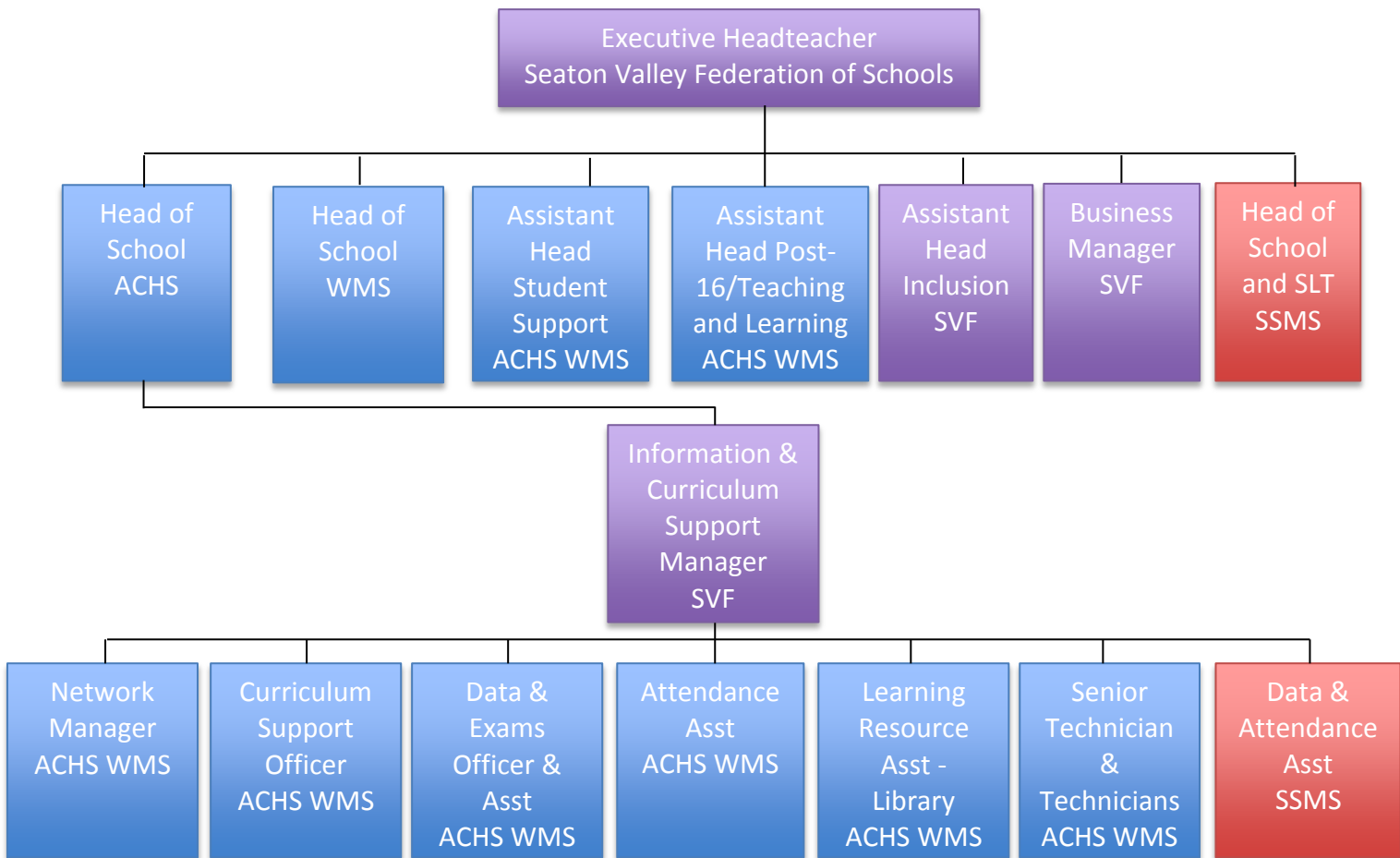
Latest Ofsted report for Seaton Sluice Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety of pupils	Good
Leadership and management	Good

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk/>

About our structure



This appointment will be key to our future development. The initial priorities for the new post of Information and Curriculum Support Manager are expected to include:

- a review of current provision, resources etc across the above functions;
- developing a cross-Federation IT and information management strategy;
- prioritising and scoping projects to implement that strategy;
- providing specialist support to manage those projects and monitor and evaluate their impact;
- modelling alternative curriculum and staffing plans to assess resource and financial implications;
- writing the timetables for all three schools in consultation with the Heads of School.



Annette Rhodes, Head of School – ACHS/Lead for Student Progress and Attainment



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Information and Curriculum Support Manager

Permanent, Full-Time/Full Year
Band 8: £30,480-£34,196 per annum

Small enough to care, big enough to make a positive impact

This is an exciting opportunity to join our federation of three schools delivering education to 9-18 year olds throughout Seaton Valley in south-east Northumberland in a brand new role. You will work with the Senior Leadership Team and other stakeholders to develop and implement a cross-Federation IT and information management strategy. You will manage key projects to enhance student learning, support strategic and operational decision-making and streamline business support processes, as well as providing co-ordinated leadership for IT, data, exams, attendance, timetabling and technician support across all three schools.

Supported by a team of staff who offer a range of technical expertise, you will personally have significant experience of one or more of the following disciplines: IT infrastructure, management information systems, timetabling, managing learning resource centres, managing technical support. With the ability to positively influence and engage people at all levels in an organisation, you will have a successful track record of managing complex projects from initiation to implementation and evaluation.

Ideally with knowledge of school- based systems such as SIMS and 4 Track, you will also be personally responsible for modelling, planning and writing the schools' timetables in consultation with each Head of School therefore previous involvement in timetabling is also an advantage.

Our candidate information pack will tell you much more. Visits to the schools are also warmly welcomed and encouraged. Please contact Annette Rhodes, Head of School/Lead for Student Attainment and Progress Years 5-13 on 0191 2371505 or email reception@astleyhigh.org to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 12 noon on Monday 27 June 2016 by e-mail to svfjobs@svlp.org.uk**. It is expected that the assessment process for shortlisted candidates will take place on Tuesday 12 July 2016.

Further information about all of our current vacancies is available at:
<http://www.astleyhigh.org/aboutus/vacancies>

JOB DESCRIPTION

Post Title: Information and Curriculum Support Manager	Directorate: Schools		Office Use
Grade: Band 8	Workplace: Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School		JE Code: S1311
Responsible to: Head of School ACHS/Lead for Student Attainment and Progress Years 5-13 in the first instance	Date: September 2016	Manager Level:	
Job Purpose: Overall responsibility for the governance, management, analysis, dissemination and effective delivery of all data and IT systems across the Federation.			
Resources	Staff	Direct reports are Network Manager ACHS WMS, Data and Exams Officer ACHS WMS, Attendance and Admin Assistant ACHS WMS, Attendance and Data Assistant SSMS, Learning Resource Assistant – Library ACHS WMS, Technicians at ACHS WMS	
	Finance	Responsible for ordering, procurement and budget monitoring for ICT related budgets and, where relevant, Devolved Formula Capital (DFC)	
	Physical	Responsible for the ICT infrastructure, management information, data and resources supporting the curriculum and ensuring these best fit curriculum and administrative needs.	
	Clients	Internal (Senior Leadership Team, Teachers, Other Staff, Students, Governors) and External (Contractors, Parents, Visitors, Members of the Public)	
<p>Service Development</p> <ol style="list-style-type: none"> 1. Support the Senior Leadership Team in developing and implementing an IT and management information strategy across the Seaton Valley Federation of Schools. 2. Scoping and prioritising the projects required to implement the required changes. 3. Managing the delivery of the change projects, including all planning, presentation of the business case (including benefits expected and full cost analysis), resource management, user engagement, process reporting and issues management to ensure the delivery of the benefits of the investment. 4. Recommending solutions to the Federation's Senior Leadership Teams on opportunities arising from emerging technologies. 5. Communicate effectively with pupils and staff to understand their requirements and provide effective solutions. 6. To work with colleagues to continually improve the consistency, quality and efficiency of data production, e.g. by automating the production of data. 7. To work with colleagues to continually improve the accessibility, usability and functionality of existing and emerging technologies 8. Where appropriate, to represent the Federation in meetings with other organisations and partnerships including Project Management of new data and IT Solutions <p>IT Infrastructure and Systems Management</p> <ol style="list-style-type: none"> 1. Responsible for the upgrade of existing systems and the continued maintenance of effective and secure systems. 2. Investigate potential savings across the federation and ensure value for money is achieved by implementation of best value solutions. 3. In conjunction with the Business Manager set and manage ICT budgets and ICT purchasing requirements and licensing. 4. Perform the role of Data Protection Officer across the Federation. Ensure data protection applications are current and within the requirements of the Act. 5. Responsible for the Federation's Information Publication Scheme and ensuring appropriate information is available to relevant parties. 			

6. Manage accessibility to ICT for all through communication and consultation with Assistant Headteacher – Inclusion.
7. Responsible for ensuring that data and information required for external agencies (e.g. Census information) is on schedule and accurate.
8. To commission or deliver independently the design of training sessions on software and data analysis.

Data and Information Management

1. Liaising with users and ensuring their needs are met.
2. Responsible for ensuring data quality across the Federation.
3. Lead the response to a wide range of planned and ad hoc information requests from service clients and senior management.
4. Oversee the timely and accurate production of internal and external information including statutory statistical returns.
5. Oversee the accurate and timely submission of exam entries and analysis of results and ensure the Heads of School are supported to develop and implement effective revision/exam/test timetables.

Timetable and Curriculum Support

1. Work collaboratively with the Executive Headteacher, Heads of School and other senior leaders to ensure there is effective planning and implementation of timetabling, data, exams, ICT, attendance and technical support to meet the needs of all three schools within the framework of an integrated approach across the Seaton Valley Federation of Schools.
2. Work alongside the Executive Headteacher and the Business Manager on staffing requirements to deliver the curriculum.
3. Plan, write and implement the timetables for ACHS and WMS with assistant from the Curriculum Support Officer ensuring there are appropriate learning opportunities for students, effective staff deployment and efficient utilisation of rooms/resources..
4. Support the Head of School – ACHS and Assistant Headteacher – Post 16/Teaching and Learning to organise the options process at Key Stage 4 and 5 and contribute to the resolution of issues with Student Progress Leaders for Year 9, 10/11 and 12/13.
5. Review, plan and implement improvements to the allocation of rooms and physical resources at ACHS and WMS ensuring these are used as efficiently as possible and maximise learning opportunities for students.
6. Oversee the use and development of the school library, which shares a joint space with the Seaton Valley public library, in consultation with the Learning Resources Assistant – Library and Active Northumberland.
7. Plan and review technician support in consultation with Heads of Faculty ensuring the curriculum and all forms of assessment are appropriately resourced to enable students to make progress and achieve well.

Team Management

1. Responsible for the deployment of resources in order to meet the operational requirements of the service
2. Regular line management of a team with various skill sets and support requirements including undertaking their recruitment, induction, training and appraisal.

Other Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos/work/aims of the federation.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.

6. Participate in training and other learning activities and performance development as required.
7. To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.
8. Be prepared to work across the Federation to meet the needs of the post or the school.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Own car for transport between school sites and elsewhere within the County.
Working patterns:	37 hours per week, full year.
Working conditions:	Normally indoors, occasionally in noisy and hot conditions with restricted space.

PERSON SPECIFICATION

Post Title: Information and Curriculum Support Manager	Schools: Seaton Valley Federation	Ref: S1311
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Degree-level qualification in relevant discipline or equivalent substantial experience and off-the-job training in a relevant area of work</p> <p>Knowledge of theory and practice relating to IS/IT management</p> <p>Awareness of the National Curriculum from Key Stage 2 to Key Stage 5</p> <p>Excellent numeracy and literacy skills to at least NVQ Level 2</p> <p>Successful track record of CPD impacting on personal and organisational achievements</p> <p>Knowledge of relevant codes of practice and awareness of relevant legislation e.g. data protection, e-safety</p>	<p>Project management training e.g. PRINCE2</p>	
Experience		
<p>Significant experience in one or more of the following disciplines: IT infrastructure, management information systems, timetabling, managing learning resource centres, managing technical support.</p> <p>Significant experience of managing complex projects including change management, systems development and business process re-engineering.</p> <p>Experience of ensuring value for money in procurement.</p> <p>Experience of managing staff.</p>	<p>Significant experience of school-based MIS software e.g. SIMS, SISRA, 4 Track</p> <p>Experience of timetabling in an educational establishment.</p> <p>Experience of budget setting and monitoring.</p> <p>Experience of formal procurement and tendering processes including EU.</p> <p>Experience of managing a multi-disciplinary, multi-site team.</p> <p>Experience of working in an educational establishment at managerial/supervisory level.</p> <p>Experience of working with young people.</p> <p>Experience of school administration.</p> <p>Evidence of having undertaken learning outside of the work place.</p>	
Skills and competencies		
<p>Ability to analyse and interpret varied and complex information from a range of sources</p> <p>Ability to analyse and evaluate approaches, activities and working methods across relevant activities</p> <p>Ability to develop strategic plans for implementation over a 3-5 year timescale</p> <p>Accepts responsibility for associated financial plans including setting and monitoring IT-related revenue and capital budgets across three schools and ensuring effective spending and value for money</p> <p>Ability to develop tender documents and specifications</p> <p>Ability to lead a multi-disciplinary team effectively across more than one site and motivate and develop others</p>		

<p>Very high level of interpersonal skills, particularly negotiation skills to influence others to support a Federation-wide approach</p> <p>Listening skills</p> <p>Ability to relate to both adults and children</p> <p>Ability to self-evaluate learning needs and actively seek out learning</p> <p>Excellent organisational skills and a keen eye to detail</p> <p>Ability to work independently within broad guidelines across the full range of relevant activities with minimal supervision</p> <p>Able to prioritise own and others' workload and work to deadlines Ability to communicate effectively at all levels including to non-specialists</p> <p>Appreciate the support role of other professionals and able to work as part of a multi-disciplinary team</p> <p>Able to enforce the required standards for data protection, e-safety etc to ensure pupils and staff are protected</p>		
Physical, mental and emotional demands		
<p>Ability to work under intense pressure meeting strict deadlines and within tight budget restraints.</p>		
Other		
<p>Willingness to take and act on advice</p> <p>High expectations of oneself, team and of students</p> <p>A commitment to and interest in the wellbeing, support and achievement of students</p> <p>Ability to safeguard children and young people</p> <p>Energy and enthusiasm</p> <p>A belief in teamwork and co-operation with adults and students</p> <p>A willingness to challenge oneself to seek continuous improvement</p> <p>To be positive about the need for innovation and change</p> <p>Flexibility, imagination and resilience, reliability and integrity</p> <p>A positive attitude to working life</p> <p>Self awareness</p> <p>Willingness to work flexibly to meet the operational requirements of the role</p>		

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- between 25 and 30 days' annual leave for support staff who work full year
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Northumberland County Council's Seaton Valley Library

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<http://www.astleyhigh.org/aboutus/policies-and-rules>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on **Monday 27 June 2016** to: svfjobs@svlp.org.uk. **Please ensure the subject/title of your e-mail is Information and Curriculum Support Manager.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

Contact us

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval
NE25 0BP Telephone: 0191 2371505

Websites: www.astleyhigh.org

<http://www.whytrig.northumberland.sch.uk/>

<http://www.seatonsluice.northumberland.sch.uk/>