



CORE
EDUCATION
TRUST

OPTIMISM • AMBITION • ONENESS

Data Assistant
Information Pack
April 2021



Thank you for your interest in working for CORE Education Trust. I co-founded the Trust in 2015 and remain very much “hands-on” in my approach to leading the Trust. However, I am very clear that it is not my job to run our schools. We employ dynamic Headteachers and senior leaders and we give them a clear mandate to lead on delivering a CORE education in the local context of each of our schools. These schools are at the heart of the communities they serve. As a sponsor, we are committed to understanding the local contexts and we provide solutions, resources and innovation on that basis.

Our CORE Values inspire everything we do. This is supported by our new long-term vision which is defined through a relentless emphasis on optimism, ambition and oneness. This builds on our strong team ethos and a culture of purpose and belonging. We thrive on diversity and work hard to create school environments that are open, outward facing, creative and dynamic.

You can read much more about our ethos, culture and history through the many archive news stories on the internet. We have had an eventful journey to this point! What I hope you will recognise about that history is that we are a resilient and courageous MAT. We dare to step into situations that are challenging, and we seek bold solutions because that is what we believe our children deserve. Each school we take on has its own distinctive identity and therefore its own distinctive rewards and challenges.

A quick look at our social media profiles will enable you to get a sense of those different contexts. As well as finding out as much as you can about the school at which the role you are applying for is based, I would also encourage you to fully understand the nuanced details of the Trust’s wider work through projects such as Echo Eternal before submitting an application.

We would also ask that you consider how our values chime with your own sense of how schools should be run and how children are best served through our education system. We want all our staff to consider themselves as learners and leaders, regardless of their job role.

CORE Education has become a happy home for many staff who have worked in other environments and perhaps found it difficult to fit in. We embrace individuality of thought and celebrate that we are an employer who cares passionately about its employees, people with an incredibly diverse range of backgrounds and experiences. I have worked at every level from Teaching Assistant to Headteacher and just about every job in between. I have also worked or had experience in almost every sector of education.

I am therefore proud to now be able to lead a Trust in a way that allows me to draw on my direct experiences and go about my day to day business with a strong feeling of empathy for every one of our staff. I wish you every success with your application and hope I am in a position to personally congratulate you and say “welcome home” if you’re successful.



Adrian Packer CBE
CORE Education Trust Founder and CEO





WE BELIEVE IN THE POWER OF EDUCATION TO INSPIRE, TO ENABLE, AND TO ENRICH EVERY LIFE.

COLLABORATION

We join in and contribute.
We are outward facing and open to new possibilities.



OPPORTUNITY

We combine imagination with daring.
We seek out experiences beyond the ordinary.

RESPECT

We cherish the richness of difference.
We take time to understand each other.



EXCELLENCE

We nurture each other and invest in ourselves. We're proud of our achievements, yet always aiming higher.

OUR SCHOOLS

Based in Birmingham, we are committed to delivering the best possible experiences across our Academy schools. We are here to transform young people's lives and build ambitious futures through Collaboration, Opportunity, Respect and Excellence.

We are proud that each of our schools has its own distinctive character. Our Headteachers lead their schools in the best interests of their students and their families in a local context. However, all our schools are united in their passion and commitment to deliver a CORE Education.



ARENA
ACADEMY



CITY
ACADEMY



**JEWELLERY
QUARTER**
ACADEMY



ROCKWOOD
ACADEMY

WE PROMOTE A CULTURALLY RICH COMMUNITY AND LEARNING PROJECTS THROUGH PARTNERSHIPS.

- You will have access to a CPD strategy that is designed to support the career aspirations of all staff to help them realise their potential.
- You will be given the opportunity to engage with cross-trust activities that connect students and staff to their wider family of schools/peers across the city.
- You will have access to experienced mentors who have a strong track record of developing staff.
- All employees, regardless of hours worked or length of service, are entitled to up to 52 weeks maternity leave, including paternity and adoption leave.
- We are proud to be a living wage employer, which means fair and competitive wage to all CORE Education Trust Employees.
- All staff are automatically opted in for the award-winning Westfield Health employee assist programme.

OUR BENEFITS



WHICH ELEMENTS OF YOUR JOB GIVE YOU THE MOST SATISFACTION?

“Developing my skills, being able to clarify and perfect these skills and my teaching, being able to teach my subject with progress being made.”

“When I can see the positive impact of the work I have done on both colleagues and students. I very much appreciate the autonomy of my role, and the professional trust I am afforded by my line manager. This makes me feel valued and appreciated as an employee.

“Seeing the opportunities that arise for both staff and students. To see students totally engaged with learning through the amazing teaching staff.”

I AM PROUD TO BE A PART OF CORE EDUCATION TRUST BECAUSE..

“All CORE values protect and respect students and teachers for their individualities while it provides them with opportunities to improve academically and professionally.”

“I am proud to be a part of an inclusive school that strives towards excellence despite challenging circumstances.”

“We are given good CPD opportunities and extra facilities. For example, the annual Delivering a CORE Education conference which allows connections to be made.”





**CITY
ACADEMY**

At City Academy, we believe that all students, whatever their background, have a right to an academically rigorous and culturally rich education.

We promote an ethos of Collaboration, Opportunity, Respect and Excellence. All students are encouraged to maintain self-discipline, be accepting of everyone and build positive relationships with staff and the wider community.

At City Academy, we push students to grow and develop academically, socially and personally, enabling them to leave school as confident, well rounded young adults.

INSIDE THE CLASSROOM

The quality of the curriculum at City Academy is fundamental in ensuring that all our students can achieve their full potential.

The curriculum is the heart of the school, underpinning student achievement and progress, whilst also reflecting and influencing the school's wider culture and ethos. We fully believe that our curriculum is more than a set of exam results, it is the development of happy, curious, kind, knowledgeable and successful citizens, who can help shape the world into a better place.

The curriculum at City Academy is effectively designed and implemented and provides a strong foundation that enables our teachers to thrive and truly enjoy their work, so they can imbue their students with a lifetime love of their subject.



OUTSIDE THE CLASSROOM

We aim to utilise the extensive wealth of opportunity within the city through visits to businesses, colleges, and universities. We do this to enhance the student experience and ensure that students are fully prepared for life after school whether that be further and higher education or apprenticeships and work.

At City Academy, students benefit from a range of established partnerships and projects, such as Lion Heart, Bringing Hope and sessions with the City of Birmingham Rockets Basketball Club. This is in addition to the wealth of performing arts opportunities available in the form of the COREUs choir and CORE Education Trust's, Echo Eternal.



Job Title:	Data Assistant	Reporting to:	Data Manager
Location:	City Academy, Langley Walk, Birmingham	Annual salary:	Grade 2 £18,562 - £20,493
Contract type:	Permanent	Hours of work:	Monday – Friday, 36.5 hours per week

ROLE PURPOSE:

To work with the Data Manager to undertake all aspects of data management within the Academy.

MAIN DUTIES:

- Maintenance of the student database (currently SIMs) in accordance with best practice, ensuring the system is fit for purpose and up to date.
- Liaising with appropriate departments to obtain current information in areas such as SEND, medical and contact details, and updating the system accordingly.
- System administration associated with admissions/intake.
- Conduct regular audits of the database, in particular prior to the completion of the student census.
- Support the Academy in the maintenance of the timetable.
- Produce student census, liaising with appropriate staff in order to authorise the return.
- Liaise with specialist staff and respond to their requests for system changes, such as adding behaviour types and modifying teaching staff records for cover.
- Maintenance of behaviour management system.
- Maintain the systems put into place by the Data Manager.
- Present data in an agreed format as required by the data calendar.
- Inform the Data Manager if there are any Academy deadlines that may impact on data production.
- Make recommendations on school data collection, methods of analysis and methods of collection to improve current systems to the Data Manager for their consideration.
- Produce and distribute of student progress reports.
- Act as the first point of contact for all data related enquiries in the Academy, referring complex requests or points of issue to the Data Manager.
- Create and run basic bespoke reports as required by stakeholders, referring complex requests to the Data Manager.
- Maintain an awareness of legislation and software up-dates that require the collection of additional information.
- Manage own workload and raise any capacity issues with Data Manager.
- Undertake training and development activities as required.
- To travel to other CORE Education Trust academies providing support where needed as directed by the Data Manager.
- Maintain own knowledge of Trust and Academy policies, and act in accordance with these.



Special Conditions of Employment

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	April 2021
Job Description Reviewed by:	J Tyler



CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Job Title:	Data Assistant	Reporting to:	Data Manager
Salary:	Grade 2 £18,562 - £20,493	Location:	City Academy, Langley Walk, Birmingham.

	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> English & Maths GCSE or equivalent at C or above. Use of ICT systems and software, particularly Excel. Previous administrative experience. Use of SIM.net modules such as assessment manager. Previous experience in a data management role. 	X X X	X X
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> Ability to analyse data. Ability to present data in a clear and concise manner, for a range of audiences. Have previous exposure to data in an educational setting. 	X X	X
Personal Attributes <ul style="list-style-type: none"> Full understanding of confidentiality and GDPR. Committed to safeguarding and promoting the welfare of our students. Demonstrate resilience, the ability to work under pressure and meet deadlines. Ability to think strategically, creatively and prioritise. Excellent interpersonal skills. A commitment to CORE Education Trust’s vision, values, aims and the objectives of its academic programme. 	X X X X X X	