



Job Description

Job Vacancy: Head of Data & Insights
Salary: L1 - L3
Hours: 37 hours per week, 52 weeks per year
Full Time, Permanent
Reporting to: Chief Operating Officer
Location: Flexible with travel to IFtL Trust schools

Are you an experienced educational Data and Insights lead who is looking for a new challenge in a thriving and inclusive Multi Academy Trust. Inspiring Futures through Learning (IFtL), a family of 21 amazing schools, are looking for an experienced, analytical and proactive individual to lead the Data and Insights function cross the trust.

Job purpose

The successful candidate will oversee the development and implementation of IFtL's data, intelligence, and MIS strategy for its schools, ensuring internal and external stakeholders have access to reliable and timely data on all aspects of school performance. You will be required to manage all aspects of the school management information systems (MIS) including all supplementary systems that form part of the trust's data and systems eco-system.

The role will require you to collect, analyse and interpret data in line with the Trust's requirements, reporting on a range of internal and external key performance indicators relating to all aspects of the trust's operations.

Main duties and responsibilities

- Provide trust wide expertise in all aspects of commonly used Management Information Systems and wider trust data and systems eco-system.
- Lead a community of best practice, providing advice, guidance and support to staff, ensuring that the ensuring that standardised data collection, storage and analytical processes are implemented and maintained.
- Provide support and training for users to ensure consistent use of systems and analytical outputs
- Provide education and operation leaders with data and insights to enable comparison of the performance of IFtL schools with appropriate statistical neighbours to support and inform the development of school improvement planning and wider trust objectives.
- Produce statistical analyses of local, regional and national statutory benchmark and outcomes data for use by stakeholders across the trust to inform delivery, development and improvement plans.
- Analyse educational and operational data to provide insights that equips IFtL's Executive Team and Trustees to establish appropriate performance targets and



identifies possible areas of opportunity for improvement in school performance and Trust operations.

- Design and produce reports to evaluate and provide evidence of the impact of key educational initiatives and intervention implemented at a school, cluster or Trust wide level.
- Prepare data for presentations and reports to managers, Trustees and other stakeholder groups to enable them to determine the best course of action for improvement and development.

Work Profile

- To adhere to school local and national authority's guidelines and exercise professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

What we offer:

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, discount on high street shops, gym membership, cinema tickets, cycle to work scheme, Employee Assistance Program and much more.

Other Information

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Our commitment to ensuring equal opportunity and lifelong development is showcased in our 1:1 iPad initiative for learners and teaching colleagues across the schools in our trust. By harnessing the power of technology and collaboration, we aim to reshape and rethink what it means to be a learner into this digital age, and you can play a role in shaping our curriculum offer by joining us on this journey.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

#WelcomeToIFtL #BelongingInIFtL #IFtLFamily



**Inspiring Futures
through Learning**

Person specification: Head of Data & Insights

Qualifications and training Evidenced through: Application	Essential	Desirable
2:1 Degree or higher		✓

Experience/employment record Evidenced through: Application/Interview/References	Essential	Desirable
Experience of analysing educational data to provide all stakeholders, in particularly our trust and school leaders with a clear picture of educational performance and priorities for educational improvement	✓	
Experience of measuring strategic performance, developing key performance indicators and action planning in education	✓	
Experience of facilitating the sharing of best practice, information and know-how	✓	

Professional Knowledge and Understanding Evidenced through: Application/Interview/References	Essential	Desirable
Knowledge of the education system, the different factors that influence achievement and understanding of the use of data in an educational context	✓	
Good knowledge of Microsoft Office and related packages including excellent Microsoft Excel Skills	✓	
Good understanding of the connections between data analysis and school improvement	✓	

Personal qualities Evidenced through: Application/Interview/References	Essential	Desirable
Strong verbal and written communication skills and the ability to provide advice and information in accurate spoken English	✓	

Excellent analytical and research skills with concern for detail which is sufficient to maintain a high level of accuracy at all times	✓	
Ability to communicate with a range of education, professionals and external educational organisations providing advice and information based on data analysis, to both technical and non-technical audiences	✓	
Well-developed organisational skills with ability to work under pressure to meet tight deadlines	✓	
Proficient in the use of analytical packages & knowledge of educational MIS to meet business need	✓	
Presentation and written communication skills must be highly developed to prepare reports and papers for consideration by Education Executive Team and other senior external stakeholders	✓	
Concern for detail must be sufficient to maintain a high level of accuracy at all times, and confident report and documentation skills	✓	
Ability to think strategically whilst demonstrating a practical and can-do attitude is essential	✓	
Be passionate about the aims and values of IFTL Schools Trust	✓	
Be self-motivated and resilient, with a “can do” attitude	✓	
Be able to work calmly and pragmatically under pressure	✓	
Be able to prioritise workload to reflect the priorities of the organisation, with a proactive approach to tasks and projects	✓	
Be output driven, with a focus on outcomes and fulfilling requirements	✓	
Have the motivation to improve standards and deliver beyond expectations	✓	
Ability to find creative and innovative solutions to improve efficiency	✓	
The highest standards of integrity	✓	
Capacity for and commitment to own personal development	✓	