Job description: Head of Data and Insights

Location	Flexible with travel to schools and our London and Lincoln office as required
Contract term	Permanent
Full time/term time	Full time
Pay range	£45,000 - £60,000 Annually (Actual)
Reporting to	Executive Director of Education

Role purpose

The Head of Data and Insights is a senior Trust-wide leadership role, responsible for setting and delivering Anthem's data, intelligence and systems strategy. The postholder provides strategic oversight, assurance and insight across educational performance, operations and statutory accountability, enabling the Executive Team and Trustees to make informed, evidence-led decisions.

The role holds overarching responsibility for the Trust's data ecosystem, including Management Information Systems (MIS), associated platforms, data governance and analytical standards. While school-based Data Managers and operational staff undertake day-to-day data processing and administration, this role provides strategic direction, consistency, quality assurance and professional leadership across the Trust.

The postholder acts as the Trust's senior data authority, ensuring that data is reliable, timely, ethically managed and translated into insight that drives improvement.

The postholder will hold strategic oversight of the Trust's Management Information System, Bromcom, ensuring it is configured, governed and used consistently across all schools. While operational administration is undertaken at school level, this role is accountable for system integrity, data standards, reporting frameworks and the effective use of Bromcom as a core Trust intelligence platform.

Main duties and responsibilities

Strategic leadership and governance

- Set and lead Anthem's Trust-wide data and insights strategy, aligned to the Anthem Education Strategy, operational priorities and statutory obligations.

- Act as the Trust's senior advisor on data, intelligence and performance reporting to the Executive Team, Trustees and Committees.

- Establish and maintain Trust-wide data governance frameworks, including standards for data quality, definitions, ownership, access and assurance.

- Ensure compliance with statutory data returns, external accountability requirements and internal assurance expectations.

Oversight of systems and data architecture

- Provide strategic leadership for Anthem's use of Bromcom as our core MIS, including configuration standards, reporting structures, data quality assurance and system development in line with Trust priorities.

- Act as the Trust's senior subject matter lead for Bromcom, setting expectations for school-based Data Managers and ensuring consistent, compliant and effective use across all academies.

- Lead engagement with Bromcom as a supplier, including roadmap discussions, escalation of systemic issues, and alignment of system capability to Trust needs.

- Hold strategic oversight of associated platforms within the Trust's data ecosystem.

- Lead decisions on system optimisation, integration and development, working closely with IT, Operations and external suppliers.

- Ensure systems are used consistently and effectively across schools, with clear delineation between Trust-level strategy and school-level administration.

- Provide escalation, resolution and assurance where data integrity, system performance or usage issues arise.

Insight, analysis and performance intelligence

- Translate complex educational and operational data into high-quality insight for senior leaders, enabling effective challenge, prioritisation and decision-making.

- Lead the development of Trust-wide dashboards, reports and performance frameworks that support school improvement, executive oversight and governance scrutiny.

- Provide comparative analysis using local, regional and national benchmarks, including statistical neighbours, to contextualise school performance.

- Commission and quality-assure analytical work undertaken by Data Managers and analysts across the Trust.

Leadership of people and practice

- Provide professional leadership to school-based Data Managers and related roles, setting expectations, standards and best practice.

- Lead a Trust-wide data community, promoting consistency, capability-building and shared learning.

- Define the operating model for data roles across the Trust, including clarity on responsibilities between Trust and school-level functions.

- Identify skills gaps and ensure appropriate training, guidance and professional

development is in place.

- Define and maintain clear Trust-wide standards for the use of Bromcom, including what must be held and managed at school level versus Trust level.

- Quality-assure Bromcom outputs produced by schools to ensure consistency, accuracy and comparability across the Trust.

Executive and stakeholder engagement

- Work closely with the Chief Executive, Executive Director of Education, Directors of Education and other senior leaders to support strategic planning and evaluation.

- Prepare high-quality papers, reports and presentations for Trustees, Committees and external stakeholders.

- Provide authoritative advice in high-stakes contexts, including inspection readiness, performance reviews and strategic change.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The successful candidate will have a right to work in the UK.

Person specification: Head of Data and Insights

Qualifications and Professional Standing *Evidenced through: Application*	Essential	Desirable
Degree or equivalent professional experience in a relevant discipline.	☐	
Evidence of continuous professional development in data, analytics or systems leadership.	☐	
Membership of a relevant professional body.		☐
Formal training in data governance, analytics or leadership.		☐

Experience/employment record *Evidenced through: Application/Interview/References*	Essential	Desirable
Senior-level experience leading data, performance or intelligence functions within a complex or multi-site organisation.	☐	
Proven experience influencing executive or senior leadership decision-making through insight and analysis.	☐	
Experience setting standards, frameworks or expectations that others are required to follow.	☐	
Experience working with a school MIS, **including Bromcom**, at a strategic or Trust-wide level.	☐	
Experience providing assurance or reporting to Boards, Trustees or Committees.		☐
Experience operating in a regulated or high-accountability environment.		☐

Professional Knowledge and Understanding *Evidenced through: Application/Interview/References*	Essential	Desirable
Strong understanding of the education system and the role of data in school improvement and accountability.	☐	

	Essential	Desirable
Demonstrable knowledge of data governance, quality assurance and ethical data use.	☐	
Ability to exercise professional judgement in complex or ambiguous situations, including where data is contested or high-stakes.	☐	
Good understanding of the connections between data analysis and school improvement		☐
Credible and confident operating at senior leadership level, with the ability to challenge and advise constructively.	☐	
Ability to lead and develop professional practice across multiple roles or sites without direct line management in all cases.	☐	
Strong influencing skills, with the authority to drive consistency and improvement across schools.	☐	

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 Anthem 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 more efficiency	☐	
The highest standards of integrity	☐	
Network-minded, with an unambiguous understanding of what excellence looks like, and how to secure it across multiple schools	☐	
Capacity for and commitment to own personal development	☐	
Intellectual curiosity and rigour	☐	