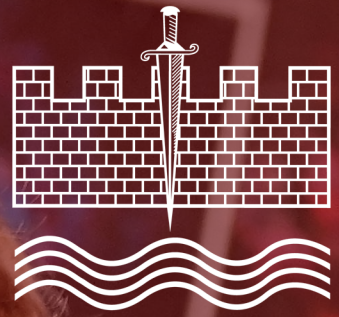


SHOEBURYNESS HIGH SCHOOL

Southend East Community Academy Trust



**SCHOOL DATA AND
OPERATIONS STRATEGY LEAD**

SECAT

WELCOME

EXPECT EXCELLENCE

I have worked at Shoeburyness High School for many years and have been Head Teacher since September 2018. I believe that our school is unique; we are a large school that feels very personal and we manage to combine hard work and rigour with positive relationships and humour.

Our best assets are our team of staff and the students they support; we are proud to be a fully comprehensive community school and the diverse nature of our school population only adds to this feeling of community.

The importance we place on positive relationships and community does not distract us from our core purpose, which is to provide the best learning opportunities for our students so they can achieve the best possible outcomes.

In this brochure, we have tried to provide you with information on some key areas in order to support your decision about applying for a role in our school

Best wishes and good luck,

Clare Costello
Head Teacher



SECAT

WELCOME

EXPECT EXCELLENCE

Since SECAT was established in 2016, it has developed beyond all recognition – but always with the focus on improving outcomes of our children and the lives of both our children and families. We are a family of 6 successful schools all within our joint local community, served by staff who are passionate about engaging children in their learning.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

I look forward to working with you to serve our local community and to securing the best possible outcomes for our pupils and those further afield in Southend.

With very best wishes,

Ruth Brock

SECAT Chief Executive Officer



Building Strong Schools

Building Strong Partnerships

Building Strong Communities

www.secat.co.uk

SECAT

ABOUT US

EXPECT EXCELLENCE

Shoeburyness is a large comprehensive school of just over 1800 students. We serve the Shoeburyness area to the East of Southend-On-Sea in Essex. We are a hugely diverse community of a school. For example, we operate a Grammar Stream within each year group of 31 places allocated for students passing the Essex Selective Exam, but also an LRB provision for students with physical and education needs.

We are heavily oversubscribed and very proud of the fact that we are the school of choice for many families each year. Our PAN is 310 students in each year group and we are full in all year groups. At our last Ofsted we were judged to be Good in all categories apart from Behaviour and Attitudes, which were judged to be Outstanding. However, we recognise that this report is from 2017 and we are more concerned with looking forward to an exciting future, than resting on our laurels

We believe that every student can and should achieve their full potential and our commitment is one of ensuring our students develop a love of learning, a passion for enquiry and a dedication to being the best that they can be. We aim to ensure that every student is inspired and supported to achieve their personal best and learning comes first. Our motto is "Expect Excellence" and if you are interested in helping us secure excellence for all our students, we would be very pleased to meet you.

SECAT

Effectiveness of leadership and management
Good

Quality of teaching, learning & assessment
Good

Personal development, behaviour & welfare
Outstanding

Outcomes for pupils
Good

16 to 19 programmes
Good

“
Current pupils' work
across a wide range of
subjects and year groups
show good progress is
being made.
”

“
Pupils behave well because
they can manage challenges
positively and are resilient.
”

“
They are very good at debating
issues and respectful of others'
views and ideas. They support
each other very well.
”

“
Pupils are confident and
successful learners because
of the outstanding personal
welfare and development
work they experience at school.
”

“
Pupils understand how
to keep safe in school
and in society.
”

“
Pupils enjoy coming to
school. Their attendance
is above average and
rising.
”

“
Pupils are confident,
resilient and successful
learners.
”

“
Their attitudes are
exceptionally positive,
and they work very well
with their teachers and
their classmates in
learning activities.
”

“
Pupils are confident that they,
and others in the school,
understand how to deal with
bullying.
”


Ofsted
Good School

2017

Be part of every student's extended family and support them just the same



Never leave anyone out and ensure everyone feels like they belong



In all of our interactions, have due regard for someone's feelings, wishes and rights



Support individuals to face challenges and deal with them positively



Everyone is capable of excellence and our purpose is to ensure you achieve it



VISION MISSION VALUES

EXPECT EXCELLENCE

Our Vision

We want every child to feel proud of themselves.

Our Mission

Our mission is to provide a range of opportunities in and outside of the classroom that allow our students to become fully rounded individuals that demonstrate positive attitudes to their immediate, local and wider communities and who have aspirations for their own futures.

We will support these attitudes and aspirations with excellent practice that enables our students to achieve the best possible individual outcomes that prepare them for engaging and fulfilling destinations.

SECAT

STAFF

EXPECT EXCELLENCE

"The first thing that struck me when I joined SHS as a senior leader was the Leadership Team's unerring desire to always strive for the very best for the staff and students in the school. I quickly realised this desire was something that was engrained in all staff in the school who continually go above and beyond in their efforts to give SHS students the very best experiences. The staff of SHS are a strong and supportive team who are justifiably proud of their students and the community that has been created here."

J. BANKS
SENIOR LEADERSHIP TEAM
JOINED SEPTEMBER 2020

"I started working here at Shoeburyness High School Easter 2020 during lockdown. It was a very strange time to be starting at a new school but I noticed straight away the 'can do' attitude of the staff. Everyone was friendly and always happy to help even in these strange times. It made the transition in to my new role extremely smooth. I have been working here for a few months now and have settled in to my new role so quickly. Shoeburyness High School is such a friendly and inclusive place to work I am proud to be part of the team."

L. MCVEIGH
ADMINISTRATION STAFF
JOINED MARCH 2020

"I have thoroughly enjoyed my time at Shoeburyness High School since joining during my training year in 2019. There is a great community feel amongst staff and students and I was immediately made to feel welcome, this was particularly important for me having moved from outside of the area. There is a real ethos of supporting students in their academic and social development. There is fantastic support available for staff, particularly for trainees and NQTs. I would recommend working at Shoeburyness High School to those that are passionate about teaching and enjoy interacting with a diverse range of students."

S. HAWKINS
NEWLY QUALIFIED TEACHER
JOINED SEPTEMBER 2019

SECAT

SCHOOL DATA AND OPERATIONS STRATEGY LEAD

EXPECT EXCELLENCE

Job title: SCHOOL DATA AND OPERATIONS STRATEGY LEAD

Grade: Leadership L10 to 14 (This is a non-teaching role)

Responsible to: The Headteacher

Liaison with: The Senior Team, SECAT central team, Exams Officer, Attendance Officers, Data Management Assistant, Data & General Administrator, Support Assistants

Start date: 19th April or sooner if available

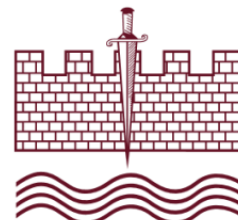
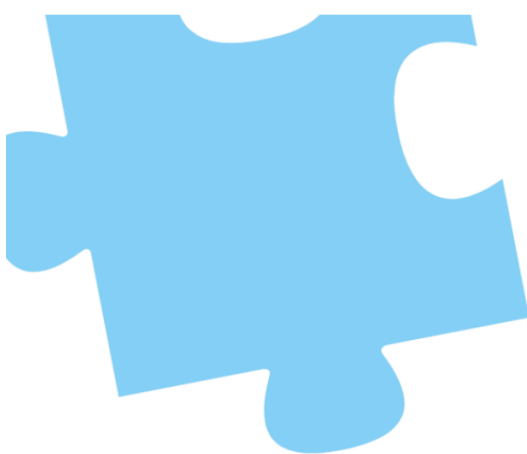
Contract type: Permanent

Hours per week: Full Time

Application closing date: 4th February 2022

Date of interview: 9th February 2022

SECAT



SHOEBURYNNESS HIGH SCHOOL

📍 Caulfield Road, Shoeburyness, Essex, SS3 9LL ☎ 01702 292 286

🌐 www.shoeburyness.secat.co.uk ✉ schooloffice@shoeburyness.southend.sch.uk

Headteacher: Ms Clare Costello

Dear Applicant,

Thank you for the interest you have shown in this vacancy.

This role is a new one within the leadership structure of Shoeburyness High School and it will be key in the school's continued recovery from the disruption of the last two years and in the realisation of our ambitions for our students' success.

The successful candidate will have a strong understanding of secondary schools; how they operate, the unique challenges that arise daily and the pivotal role that high quality, informative and wide-ranging data plays in school improvement.

My senior team comprises my two Deputy Headteachers and six Assistant Headteachers and so with the addition of this role we will be a team of ten. This position will be unique on the senior leadership team in that it will be a non-teaching position but in all other aspects you will need to be able to fulfil the wider role of a senior leader.

I would encourage you to make a pre-application visit which can be arranged by contacting my PA Mrs McVeigh on lmcveigh@shoeburyness.southend.sch.uk

I look forward to receiving your application and wish you the best of luck.

Kind Regards

Clare Costello

BUILDING STRONG SCHOOLS • BUILDING STRONG PARTNERSHIPS • BUILDING STRONG COMMUNITIES



Southend East Community Academy Trust is a company registered in England and Wales 07825856 Registered Office: SECAT House Delaware Road, Shoeburyness, Essex, SS3 9NP

MAIN AREAS OF RESPONSIBILITIES

EXPECT EXCELLENCE

Key role

The post holder is responsible for:

- For implementing and maintaining a full school data analysis service to support teaching, learning, attendance and pastoral support
- Ensuring systems are in place for safeguarding during the day to day running of the school

School data and information management

- Work closely with school leaders to ensure all aspects of the school's timetabling and assessment systems work smoothly and accurately and support school improvement
- Lead the implementation of the new school management information system ensuring all required external training is completed by users
- Have continuing responsibility for reviewing the service practice and provision of school data, making recommendations for change, managing implementation and reviewing as required
- Imagine and design MIS reports in response to identified strategic need
- Develop systems, analyse and report data needed for completion of school self-evaluation, the creation of an effective academy improvement plan and Headteacher Reports
- Work with senior colleagues in the construction of the school timetable
- Keep the school timetable up to date throughout the year
- Support the Headteacher with all information necessary for the accurate completion of the school census
- Act as the school's Data Protection Officer
- Understand and develop the policy concerning archiving and retention practices, ensuring that historic data and files are stored in accordance with current legislation and practice
- Monitor the DfE guidance and liaise with the Local Authority, Trust and other agencies for the collection, entry and extraction of data required to ensure statutory and other statistical returns are completed accurately and within published deadlines
- Manage the school's ICT strategy in liaison with the senior team and the SECAT ICT Lead
- Attend senior team meetings

MAIN AREAS OF RESPONSIBILITIES

EXPECT EXCELLENCE

Operations

- Oversee the organisation of any 'outside of the day to day' events ensuring all aspects of relevant communication and risk assessment is covered
- Strategic organisation of lesson cover paying attention to the nature of groups and pressures on staff
- Organise and monitor staff break and lunch duty rotas to ensure that hotspots are staffed appropriately for effective safeguarding
- Participate in school emergencies as required, including co-ordinating evacuation arrangements
- Be responsible for the effective management of budgets within remit, securing best value in relation to products and services

Communications

- Ensure the school website is compliant and current
- Organise the online parents evening bookings
- Organise the production and publication of student reports

Staff Management and Development

- To organise and monitor the workloads of assigned employees to meet department needs including cover for absences, delegating tasks appropriately.
- To line manage assigned employees, carrying out annual performance reviews and advising the Headteacher as appropriate on any specific training needs.
- To be involved with the recruitment of team members as and when required.
- Provide training and awareness to those colleagues charged with the processing of personal data, ensuring they understand how their work should be performed in accordance with current legislation and good practice
- Provide ongoing training and support to staff as needed on the new MIS system

MAIN AREAS OF RESPONSIBILITIES

EXPECT EXCELLENCE

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

SECAT

PERSON SPECIFICATION

EXPECT EXCELLENCE

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Leadership qualification
Experience	<ul style="list-style-type: none"> • Use of MIS systems in both set up and daily use or willingness to undergo training • Understanding of all School assessment Measures and the analysis of these • Understanding of how to assign staff to cover lessons / duties • Ability to display data in a useful way to aid analysis 	<ul style="list-style-type: none"> • Use of BROMCOM MIS • Use of Microsoft PowerBI • Senior Leader experience in a secondary school setting
Knowledge and Skills	<ul style="list-style-type: none"> • Numeracy and ability to analyse quantitative and qualitative data • Advanced Microsoft Excel and other data manipulation systems • Effective planning and project management • The ability to engage, conduct diagnosis, analyse findings, generate options and build commitment to solutions • Strong oral and written communication skills including presentation skills • Ability to prioritise work effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Demonstrable strategic thinking abilities • Ability to respond positively to and actively support Senior Management within the Trust • Experience in the line management of staff • Ability to work as part of a senior team 	<ul style="list-style-type: none"> • Experience of working within a school environment

PERSON SPECIFICATION

EXPECT EXCELLENCE

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• Able to maintain confidentiality in all circumstances• Proactive approach to work being responsive, empathetic and supportive to all within the school• An effective team worker who is able to work with a range of individuals across the school and Trust• Ability to build and form good relationships with colleagues and students• Acts as a role model• Understand the importance of physical and emotional wellbeing of staff and students• Have a sense of humour	<ul style="list-style-type: none">• Able to contribute new ideas and ways of working

REWARD AND BENEFITS

EXPECT EXCELLENCE



Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

We look for talented individuals who share our vision for creating exceptional places of learning and are committed to ensuring that every child in Shoeburyness has access to the best possible education.

In addition to the opportunities for career progression, training and development, we also offer a teaching allocation that is significantly below the normal conditions of Teaching Staff for all of our staff. We believe that if staff are given the time to prepare and to think, they are a much more effective staff.



SECAT

SAFEGUARDING NOTICE

EXPECT EXCELLENCE

Shoeburyness High School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment.

All offers of employment are subject to an Enhanced DBS check, references, medical clearance, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please review our **RECRUITMENT AND SELECTION POLICY AND PROCEDURE**.

EQUAL OPPORTUNITIES

Shoeburyness High School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

SECAT

NEXT STEPS AND HOW TO APPLY

EXPECT EXCELLENCE

If you have any questions about this opportunity, please contact us via e-mail, or call to arrange a conversation with Clare Costello, Headteacher. Please see contact details for Shoeburyness High School below.

We encourage visits to the school prior to application and are happy to arrange these for candidates. These will take place in the week of the 24th January 2022. This can be arranged by contacting the Headteacher's PA, Mrs McVeigh at LMCVEIGH@shoeburyness.southend.sch.uk

To make an application please visit www.secat.co.uk for Guidance Notes and to download SECAT Application Forms to be returned completed by the closing date to hr@secat.co.uk

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.



(01702) 292286



schooloffice@shoeburyness.southend.sch.uk



www.shoeburynesshigh.co.uk



**Caulfield Road, Shoeburyness,
Essex, SS3 9LL**

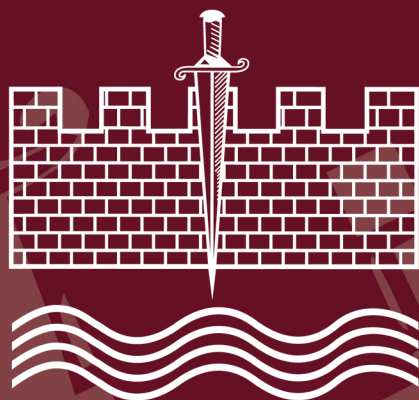


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SHOEBURYNESSE HIGH SCHOOL

EXPECT EXCELLENCE



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