



Tor View School

Data/Information Officer 1

Candidate Information Pack



At Tor View, Together We Inspire, Learn, Enjoy and Achieve.

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Welcome from the Chief Executive Officer



Dear Candidate,

I am delighted that you are interested in our current Data/Information Officer vacancy. The successful candidate will be responsible for the regular maintenance of pupil and other school data records. We are very much looking forward to appointing a talented professional to join the team at Tor View School.

The Sea View Trust is an inclusive Multi Academy Trust (MAT), currently comprised of three primary academies and two special schools, together with Valley College (a post-16 specialist institution). The Trust supports circa 520 staff and in excess of 2,100 students.

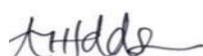
We are ambitious with our plans; in the next five years, we aim to further grow the Trust by developing our specialist provisions, partnering with concurring schools and, should the right opportunity present itself, open a Free School.

More detail about the role is contained in the Job Description later in this brochure. The successful candidate will work closely with admin, IT and senior staff, to ensure we provide an outstanding education for our pupil cohorts across Tor View and the wider Trust.

The entire Trust staff, including the Central Team, are energetic and enthusiastic about our academies and college. We work with many children who are disadvantaged, either through deprivation or because of additional needs causing barriers to learning.

I do hope the information contained within this application pack will be useful to you and will inspire you to apply. Meanwhile, I would like to thank you once again for expressing an interest in our vacancy. I very much look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read "A Holdsworth".

Angela Holdsworth MBE
CEO Sea View Trust

VACANCY INFORMATION

The Leadership and Governors of Tor View School are now seeking to appoint a suitably experienced Data/Information Officer. This role will involve the regular maintenance of an accurate pupil database for staff, parents / carers and external agencies. Enthusiasm and commitment to join this hard working, skilful and dynamic team is essential. Staff will be required to work with a high degree of flexibility. The post holder will work alongside admin & IT staff, whilst taking direction from senior staff to ensure that all data is maintained securely. The Sea View Trust is committed to continuous professional development and offers many opportunities and training for staff. A job description and person specification are included in this pack.

Overview of the Trust and Our School

ABOUT OUR TRUST

In Blackpool in September 2013, Anchorsholme Primary, Devonshire Primary and Park Community School (Special) converted to Academy status and formed the Blackpool Multi-Academy Trust (BMAT). The Trust then welcomed Revoe Learning Academy a short time after.

Meanwhile, in Rossendale, Tor View School (Special) converted to academy status in January 2017, to form The View Trust, a Multi-Academy Trust with one school. This status afforded more autonomy and thus enabled the Trust to open a specialist post-16 institution (SPI), a wholly owned subsidiary known as Valley College.

In November 2019, The Sea View Trust was established, borne as a result of a merger between BMAT and the equally successful View Trust. The academies and college now all benefit from a unique relationship that has developed between the schools, and the Trust is particularly proud of its 'Sponsor' status.

Each academy within the Trust currently has a dedicated Academy Business Lead and Finance Lead to manage the day-to-day academy requirements. The Central Team of Trust employees work across all the academies and college, leading on performance, compliance, operational and financial efficiencies, governance, development, and Trust growth. The Central Team also work across the other areas of the organisation.

Embrace Teaching School Hub is led by Tor View School and The Sea View Trust and serves South and West Lancashire. It is a centre of excellence for teacher training and professional development and works closely with schools across Chorley, Fylde, South Ribble, and West Lancashire to implement the DfE's Recruitment and Retention Strategy through the delivery of the 'Golden Thread' of programmes, dedicated to supporting teachers throughout their career.

The Sea View Trust is a lead MAT (Multi Academy Trust) in the Behaviour Hub Programme. This is funded by the DfE and enables our executive team to support other MATS in creating effective and lasting behaviour culture, supporting pupil outcomes and empowering teachers.

ABOUT OUR SCHOOL



Tor View is an all through school, providing an 'Outstanding' education for children and young adults, aged 3 – 19 with a wide range of educational needs. Predominantly, we specialise in teaching children with learning difficulties, either moderate (MLD), severe (SLD) or profound and

multiple (PMLD); many of our children have accompanying conditions such as Autism, Down Syndrome or Cerebral Palsy. All of our children attend school because they have complex and lifelong learning disabilities which mean they need an Education, Health and Care Plan (EHCP).



Tor View School is very well equipped and benefits from a range of multi-sensory rooms, a hydrotherapy pool and a therapy dog, Ruby. Throughout the school, provision is made for pupils with additional needs arising from physical disabilities, sensory impairments and specific conditions including Autistic Spectrum Condition. In addition, the Academy has a specialist resource, the Intensive Support Centre (ISC) which accommodates young people with complex needs arising from behavioural and communication difficulties. Tor View also has a café, The Garage Café, which is open to the public and provides the learners with valuable work experience. As well as providing an '**Outstanding**' education for its learners, Tor View is also a National Support School, has been a Teaching School since 2013 and has recently been designated as a Teaching School Hub.

OUR VALUES

The Governors and staff of Tor View Specialist Learning Community value equal opportunities for all; they aim to provide this through:

- An inclusive ethos of respect, tolerance, and understanding of others' needs. This develops and values pupils' self-discipline, independence and autonomy in preparation for adulthood;
- A safe supportive, caring and dynamic school environment which extends into the wider Community where all are valued as educators and partners in school improvement;
- Access to the National Curriculum and the extended school, both are designed to accommodate individual pupil needs and to ensure maximum progress;
- An environment where creativity is nurtured and the arts provide a medium for driving forward school improvement;
- The celebration of success and positive outcomes for all.

THE STAFF

Our current management team is comprised of experienced and skilled school professionals who support and share best practice. Additionally, all our teaching staff assume leadership responsibilities for curriculum areas across the whole school, at primary or secondary level. Class based support staff are integral members of the teaching teams and all are supported by a dedicated team of non-class-based staff.

OFSTED INSPECTION

The school was last inspected in December 2019 and was judged as **'Outstanding'**. This was the fourth successive inspection in which the school has remained **'Outstanding'**.

'Staff have an exceptional understanding of each pupil in their care. They have very high expectations for pupils' academic and personal development'.

'Pupils are effusive in their praise for staff because they know that staff care for their well-being'.

'No matter what context, this is a school that encourages and empowers pupils to shine'.

Ofsted 2019

For further information about the strengths of our school, please visit the Ofsted website to read the full report: www.ofsted.gov.uk – 'schools'

SCHOOL ACHIEVEMENTS

Tor View School is proud to have received a number of accolades and more information about these can be found on our website, or via the school office.

TRUST CURRICULUM STATEMENT

The curriculum statement of The Sea View Trust drives the curriculum for all the Trust academies. This places an emphasis on providing a formal developmental and additional curriculum, relevant to each learner's needs.

Pupils will have access to the Foundation Stage and the full breadth of the National Curriculum, having due regard for the relevance to each pupil at their particular age and development level.

SCHOOL ORGANISATION

Our school is organised in to 'age-based' phases:

- Early Years Foundation Stage
- Primary (Key Stage 1 [Year 1-2] and Key Stage 2 [Year 3-6])
- Secondary (Key Stage 3 [Year 7-9] and Key Stage 4 [Year 10-11])
- Further Education (Key Stage 5 [Year 12-14])

Tor View School also provides a cross-phase, pan-Authority provision which meets the needs of learners with complex Autism, acquired brain injuries and challenging conduct/behaviour. This is our Intensive Support Centre (ISC).

- **College Link Courses and Accreditation**

Students in Years 11 to 14, where appropriate, can access mainstream College link courses. The school offers a range of accreditations.

- **Parent Partnership**

Parent Partnership, managed by our Parent Liaison Officer, is a key feature within the pastoral care system of the school. Parent Partnership promotes a high-quality educational provision for all pupils, in an environment that reflects care, happiness, enjoyment and success. The Parent Liaison Officer supports this by working with school-based colleagues, individual families and external agencies to further develop our home school relations.

- **Other Multi Agency Staff**

Tor View School has access to a School Nurse Practitioner, who supports the school in addressing health related issues. The School Nurse Practitioner delivers health related programmes across the school in order to promote healthy lifestyles and good health, conducts health assessment of individuals, health surveillance and leads on health promotion to ensure that both local and national Public Health initiatives are met. We also work collaboratively with OT, Physio, SALT and CAMHS ensuring the needs of our learners are met.

Application Procedure

For informal discussions about Tor View School, you are warmly invited to contact:

The School Office:

Telephone: 01706 214640 Email: office@torview.svt.org.uk

Application Form

Application Form, Supporting Information & Covering Letter.

Application forms can be downloaded from the school website <https://www.torview.org/job-vacancies> and submitted, along with your cover letter to recruitment@torview.svt.org.uk

Please refer to the applicant pack when completing the application form. Ensure you provide supporting information to demonstrate your suitability for the post. Read the advertisement and the job description to get a clear view of what the job involves as these describe the necessary skills, experience, and qualifications we are looking for. Completed applications with a covering letter are returnable to Miss Muskan Shakeel, HR Administrator by email address to recruitment@torview.svt.org.uk or by post to:

Tor View School
Clod Lane
Haslingden
Lancashire
BB4 6LR

Application Deadlines

Closing date:	Friday 12th July 2024, 9:00am
Shortlisting:	Friday 12th July 2024
Planned interview date:	Thursday 18th July 2024

Shortlisted candidates are advised that they will be contacted with details of the interview process as soon as possible following the closing date.

Safer Recruitment

The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The academies within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

All staff will be required to hold an enhanced DBS Disclosure.

To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Equal Opportunities

At our Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

Pre-Employment Checks

All offers of employment are subject to the Trust receiving:

- Proof of identity
- Two satisfactory references
- A pre-employment medical check
- An enhanced DBS disclosure
- Evidence of relevant qualifications
- A signed Code of Conduct

All support staff posts are subject to successful completion of a 6-month probation period.

Working Time and Annual Leave

- This is a permanent, part-time post, 37 hours per week, 39 weeks per year
- Core working hours are identified in the terms, however the post holder may be required to work outside of normal working hours on occasion, with due notice
- Term time only staff are to take their holidays during periods of school closure

Performance Appraisal

- The post holder will participate in the Trust's appraisal cycle
- The post holder will also contribute to performance appraisals for the staff they line manage
- Incremental payments are awarded on 1st April each year for support staff and September for teaching staff following a successful annual review
- Bonus payments are not included in the pay policy and are not awarded by the Trust

Staff Benefits

The Sea View Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. Therefore, in order to attract the best talent, we offer a competitive reward and benefits package.

Competitive Salaries

Competitive salaries are offered for both teaching and non-class-based staff, depending on the type and level of role. Pay ranges are reviewed annually and the Trust works closely with recognised Union colleagues to ensure that the pay scales reflect the national picture. Starting salaries are determined by the pay range for the role, the experience of the candidate, as well as external market conditions. The Trust is also proud to be a Living Wage Foundation employer; this helps to ensure that all our staff are treated fairly.

National Terms and Conditions

The Sea View Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between The Sea View Trust and the national Trade Unions and Professional Associations.

Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

Holiday

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff. This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request an arrangement such as a job share, a part-time role or flexibility with home working. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post and the needs of the Trust.

Trust

The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

Wellbeing and Occupational Health Services

The Trust has an active Wellbeing focus and is continually considering collective opportunities for staff, together with addressing the agenda for 'workload reduction'. For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access to appropriate services (e.g. physio assessment, counselling services).

Cycle to Work Scheme

The Trust's Cycle to Work scheme enables employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.

Occupational Pay Policies

Subject to qualifying periods, the Trust has both an occupational maternity pay policy and an occupational sick pay policy.

Terms of the post

Sea View Trust: Data/Information Officer	
Job Title:	Data/Information Officer
Pay Grade/Scale	Trust Grade C / SCP 5-6
Full Time Salary:	£23,500 - £23,893 FTE
Actual Salary:	£20,278 - £20,617 Pro Rata
Working Hours:	37 hrs per week 08:30am till 04:30pm (Monday - Thursday) 08:30am till 04:00pm (Friday) (We strongly encourage applicants to discuss working hours to suit personal needs within the school day)
Working Terms:	Term time + 5 days inset (39 weeks)
Location:	Tor View School, Rossendale
Temp/Perm:	Permanent
Staff Responsible to:	School Business Lead & other senior staff
Staff Responsible for:	N/A
Start Date:	September 2024
Special Conditions An enhanced Disclosure and Barring Service (DBS) check is required for this post. Please note that The Sea View Trust is a Joseph Rowntree Foundation employer.	

SVT Data/Information Officer 1

Role Title	Typically reports to
Sea View Trust Data/Information Officer 1 Blackpool Grade C	Line Manager
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	150711 (reviewed 01.04.2021)
Purpose of the role (job statement)	
To maintain an accurate pupil database for staff, parents / carers and external agencies.	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Maintain accurate pupil records, including recording pupil entrants and leavers; 2. Maintain pupil attendance records and respond to requests for attendance information / reports; 3. Maintain accurate pupil performance data records and produce analysis of this data as requested; 4. Complete data requests from external agencies; 5. Maintain security of school data information systems; 6. Assist with maintenance of other data, such as timetable information and examination data; 7. Maintain confidentiality and adhere to safeguarding procedures. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Collate and submit the school census; 2. May demonstrate own duties to new or less experienced staff. 	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> • Knowledge and skills in using bespoke software, data security, and reporting equivalent to National Qualifications Level 2 or equivalent experience; • Requires knowledge of relevant school procedures for recording e.g. attendance, performance, pupil details plus knowledge of relevant IT systems. 	