



Central South Consortium
Consortiwm Canolbarth y De

Joint Education Service
Gwasanaeth Addysg ar y Cyd

JOB DESCRIPTION AND PERSON SPECIFICATION

Data and Performance Assistant

Group	Education and Lifelong Learning
Division	Central South Consortium Joint Education Service
Section	School Improvement Service
Sub Section	Data Team
Post Title	Data and Performance Assistant
Vision Post Number	
Grade	GR08
Responsible to	Data and Performance Analyst
Post Reporting to this Post	-
Team	School Improvement Service – Challenge & Intervention (Data)
CDB Required Level	n/a
Location	Valleys Innovation Centre
Date of Description	October 2019

KEY OBJECTIVES

To support the Data, Quality and Intelligence Unit Manager to maintain and advise on the Central South Consortium Joint Education Service responsibilities for the collation, analysis and presentation of pupil, school and Local Authority data.



SPECIFIC RESPONSIBILITY

1. To provide support to the Data, Quality and Intelligence Unit to enable the effective collation, analysis, interpretation and reporting of the performance of the Consortium's Schools.
2. To assist with the design and development of efficient and effective solutions to identify under performance at school and pupil level, which will enable the Service to develop a risk-based approach to school improvement.
3. Maintaining effective databases of school performance information, including liaison with all Local Authority Officers, Welsh Government, Schools and other appropriate bodies to obtain the necessary data.
4. To support the Data, Quality and Intelligence Unit team to seek out and implement best practice in using data and information to enhance Consortium accountability. To help identify options to improve the Data Unit's performance and impact.
5. Facilitate the provision of data which will enable Challenge Advisors and Local Authorities to monitor school performance on an annual basis.
6. Support the maintenance of a pupil level database that will utilise the range of pupil level characteristics that are collected via PLASC, and other data sources, for the Local Authorities covered by the Central South Consortium Joint Education Service
7. To support the statistician to develop information collection and reporting methods to populate the Consortium's internal Performance Management Framework for the Senior Management Team. , which will enable analysis of organisational performance data, self-evaluation and consultation analysis and progress against service plans.
8. To be assist with the regular collection and reporting of Internal Consortium Performance and Management Information, in relation to the above and to support the Data, Quality and Intelligence Unit team to prepare the reports for all stakeholders.
9. To provide support to schools with reference to IT based pupil tracking and monitoring systems and pupil progress systems such as Fischer Family Trust.
10. To assist with the collecting and distributing of information from external sources, and providing data to enable appropriate Challenge Advisors to respond to Government consultation documents as the need arises.

11. To respond to any queries received in relation to any IT systems used or data collections being carried out by the Data, Quality and Intelligence Unit team.
12. To assist with the quality assurance of reports for the accuracy and interpretation of data contained.
13. Support with the creation of reports for the organisation that are based on data analyses that involve manipulation of data from various sources, using a range of IT solutions.
14. To be responsible for own personal learning and development.
15. To work as part of the Data, Quality and Intelligence Unit to provide a high level of service to all users within the Joint Education Service and across the Local Authorities.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff.

All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge / Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Educated to degree level or previous mathematical research experience</p> <p>Knowledge of ICT packages including Microsoft.</p> <p>Knowledge of issues facing the school improvement sector.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Educated to degree level with statistical focussed elements.</p> <p>Knowledge of the local services and partners engaged in education and lifelong learning.</p> <p>Experience of business analysis tools. E.g. SQL, SSRS, Business objects, MS Power BI, Tableau.</p> <p>The challenges of partnership working.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	Previous experience of office	Experience of survey

	<p>administration. Producing documents and reports for a range of audiences. Experience of utilising databases including the input, retrieval and collation of statistical data and management information.</p>	<p>design and analysis e.g. SPSS, SNAP Working within a partnership environment. Production of formal documents and reports, including analysis and presentation of data effectively.</p>
COMPETENCIES		
Working in a Team	<p>Ensures that their way of working has a positive impact on others in the team.</p> <p>Is open about difficulties and asks for support when necessary.</p>	
Communicate Effectively	<p>Communicates clearly and concisely.</p> <p>Passes on correct information to the right person.</p>	
Achieving Results	<p>Plans and prioritises in advance to meet deadlines.</p> <p>Is flexible, can switch tasks / roles / prioritises to accommodate changes or new information.</p>	
Personal Effectiveness	<p>Is eager and willing to learn new skills.</p> <p>Has strong computer skills, effectively uses current computer systems.</p>	
Focusing on Service Users	<p>Ensures customers' needs are met by responding to them efficiently and effectively.</p> <p>Has a positive attitude towards helping people, and is willing to go the extra mile.</p>	
Complying with Health and Safety	<p>Takes responsibility for complying with all Health and Safety procedures and legislation.</p>	
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to travel throughout the regional areas to meet the requirements of the post.</p>	