

Better Futures
Multi-Academy Trust



Candidate Pack



Our Purpose and Values

3 x Sites, 400+ Staff 5000+ Students

1 x Purpose

To ensure our students and staff thrive, have fun, and are ready to change the world for the better

Values:

- **Involved.** We are inclusive, open and are all actively engaged to make a difference to the communities we serve. We value and celebrate our communities' diversity of thought, expertise, experience and background.
- **Ambitious.** We are committed to creating exceptional learning experiences for our students, staff and communities. We seek creative solutions to our challenges and are always striving to connect new ideas with concrete realities
- **Genuine.** We always tell the truth, own up when we've made mistakes and deal with the consequences of our actions. Our actions reflect the things we say and the values we believe in.
- **Supportive.** We support each other's work and we support each other as individuals, both professionally and personally. We help each other to make decisions that improve our work and benefit our students, staff and community.
- **Curious.** We have a love of learning and a strong desire to know more. We constantly ask questions of ourselves and others, embrace new approaches and aren't afraid to make mistakes.

Better Futures Multi Academy Trust

A bit about Coventry University.

Coventry University Group (CU) is nationally and internationally recognised as an innovator in the higher education world. The CU Group is made up of a range of educational and innovation services companies, headquartered in Coventry but with sites throughout the UK and the world.

The University has a growing reputation for research in niche, interdisciplinary domains such as peace, trust and social relations, water and agro-ecology and transport, as well as a long-standing reputation for Engineering, Business and Art & Design.

The University has achieved TEF Gold and in the Guardian University Guide, is ranked as 15th amongst UK HEIs, securing its place as the highest ranked modern university in the UK for the seventh year running.

The Group is number one in the UK for working with small and medium sized enterprises. In recent years the group has expanded its range of provision with campuses based in Coventry, East London and Scarborough. These sites offer high quality alternative and flexible provision at a competitive price, increasing access to HE.

A bit about Better Futures MAT.

Better Futures MAT (BfMAT) has as its focus Sixth Form Colleges and Sixth Form Education and how this sector can gain mutual benefit from a structural relationship with a leading HE provider.

The MAT takes a collaborative, collegiate approach in its formation and development, seeking to connect colleges and share best practice, whilst retaining their unique identities.

A key aim of the MAT is to understand how best to improve the educational experience of the students in post-16. As a result, members of the MAT find themselves retaining high levels of autonomy while still having access to the financial benefits of a MAT and the opportunity to be a leading player in some exciting 'systems leadership developments in the sector.

The trust is at an interesting stage of its development. KE6 formally joined as a founding member on 1 January 2019, followed shortly afterwards by Billborough SFC and Gateway SFC.

With the three founding members in place we are focussed on co-creating 'The BFMAT way', not only what we want to do to achieve our vision and fulfil our mission, but just as importantly, how we intend to do this. Setting out our agreed ways of working, our collective expectations of each other and how we will measure our progress toward is crucial towards reaching our vision.

As a leadership member of the Trust, you will be actively involved in our 'strand project teams' and will work with colleagues from the Trust central team, other colleges and university to develop new ideas and ways of working.

The Role

Data Analyst and Administrator

Start Date: immediate start available

Full Time 37 hours Permanent (1FTE) - Monday to Friday including occasional evening and weekend working required

Sixth Form College Support Staff Pay Scale Range 21 to 26
£31,921 to £37,462 per annum

Closing Date for Applications: Monday 20th February 2023

Interviews to be held: week commencing 06 March 2023

The opportunity

Location: Coventry/Nuneaton/ Nottingham/ Leicester with some travel between colleges required

Better Futures Multi Academy Trust (BF MAT) is looking to appoint a Data Analyst and Administrator to join the Central MAT team.

BFMAT is an ambitious and highly successful Trust of Sixth Form Colleges based in the Midlands, established in 2018 and sponsored by Coventry University. We are at an exciting stage of our journey to transform the way colleges can work together and with a university to provide excellent experiences and outcomes for our students and staff.

We are just beginning to build our understanding about what data means in the context of a Multi-Academy Trust and we have created a new role of Data Analyst and Administrator to work alongside the Senior Data Analyst to develop the Trust's data and reporting platforms. We are looking for someone who can go beyond the collation of data and tell the story behind it, someone who is an excellent communicator and can extract and finesse requirements from non-technical colleagues.

This is a role that requires innovation, and we are looking for someone who is self-motivated and driven to develop themselves and those around them. Someone who is comfortable in co-creating projects and systems and is reflective and open about their own vulnerabilities and development needs. You may already be working in post-16 education, or in a primary, secondary or higher education setting and are looking for a new challenge. You might also be working in another sector – public, private or charitable – and be looking for a new and different phase in your career. What matters to us is your commitment to our values and our goals.

Reporting to the Senior Data Analyst, you will help design, develop and implement the Trust's reporting platform that will provide critical insights into all aspects of the Trust's operations. Responsibility for the technical aspects of system integration will form a major part of your role, ensuring data is where it needs to be, when it needs to be there. You will have good working knowledge of Microsoft Data technologies including SQL, SSIS, SSAS, SSRS, Power BI along with sound knowledge of new and evolving technologies.

The Trust is committed to safeguarding and promoting the welfare of all students in our care and expects all staff and volunteers to share this commitment. All staff appointments are subject to pre-employment screening including DBS clearance. We are an equal opportunities employer.

What we offer

| | | |
|---|--|--|
| The chance to work with fantastic students who have chosen to continue their learning at King Edwards | The trust, autonomy and freedom to take creative risks | A truly progressive approach to how an educational institution operates |
| The chance to work with open minded colleagues who are ready to work in new and exciting ways | An organisation that wants all of their staff to be happy and achieve at work. | A friendly but fast paced & optimistic culture |
| A truly purpose rich job where your success is based on helping others | Consistent but emotionally intelligent feedback to help remove your blind spots and to accelerate your development | A safe, values led institution that put the wellbeing of students and staff first |
| The opportunity to work at a place where students are genuinely at the heart of our decision making. | Financial investment in your professional progression | We are not obsessed with hierarchy. We are obsessed with the student experience. |
| A flexible and contemporary approach to and view of work | A culture where failure is seen as a learning opportunity | Collaborative opportunities to work with colleagues from two other sixth form colleges |

Who we are looking for and what we expect

We are looking for adaptive and people centred staff. The BfMAT prides itself on having supportive, reflective and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement.

We see our community, one we seek to contribute to the growth and impact of. Within this community we seek staff and students that demonstrate a relentless commitment to their own and their peer's development. Progress is not measured by a narrow set of metrics, but rather a diverse range of rounded information that enables people to thrive in a challenging world.

We would like someone who can truly inspire students and staff to do things which inspire them. We want someone who is reflective and asks for help when they need it. Someone who always sees the best in our students and is willing to support the wider college and trust. No one specialism is essential, and no one set of experiences more valuable than another. We are looking for people that can contribute across a range of areas.

Whatever your area of expertise, we are looking for people who have curiosity and are open minded to new things and new ways of working. As educators we love to learn and aim to foster a passion for learning. We aim to give professional space in our organisation and allow discretion to make the best and right decisions. As a people centred organisation, we take a positive view of staff and students, building optimism about our own and each other's capacity to grow and develop.

There is an aspect of all this that is demanding. We require positive impact. We are looking for people who embrace feedback and can do so with candour. Honesty is crucial and seeking feedback just as important as giving. We believe in creating a space in which risks can be taken and new ideas supported. Mistakes are seen as useful opportunities to learn but we must learn from them and move forwards.

Finally, we want the most creative, dedicated and effective people in education to join us and we will do all we can to make that happen. We want all appointments to believe in our mission and values. We expect the best of people and will work tirelessly to give the best conditions and opportunities in return.

The BfMAT is committed to the safeguarding and promoting the welfare of young people

The successful candidate will be required to undertake a criminal record check via the DBS services

The BfMAT promotes diversity and welcomes applications from all sections of the community

All candidates with a disability will be offered an interview should they meet the minimum requirements of the post

The College is committed to the continuing professional development of all staff

Data Analyst and Administrator Job Description and Person Specification

Job Details

Post: Data Analyst and Administrator

Responsible to: Senior Data Analyst

Overall/ Key Purpose

- The Data Analyst and Administrator will be responsible for working with the Senior Data Analyst to analyse data and produce reports from a wide variety of data and sources from across the trust. The job will support the work of the Senior Data Analyst in designing and developing a platform for distributing dashboards and reports to all staff from all levels of the organisation.
- The post-holder will also be heavily involved, and largely responsible for data management and systems integration, ensuring data is where need it to be, in the format we need, in a timely manner.
- The post-holder is expected to uphold the values of the Trust and act as an ambassador for the Trust and Coventry University Group more widely

Specific Responsibilities

1. To support the design, development and implementation of the Trust's reporting platform that provide critical insights into all aspects of the trust's operations
2. To perform statistical analysis of data, prepare reports and to present to key stakeholders
3. To support the design, implementation and maintenance the Trust's data warehouse
4. Be involved in expert analysis, assessing data quality, ensuring that appropriate techniques are used
5. To lead on system integration, making sure that data from the core MIS system is formatted and moved around securely and timely to other systems that enable our organisation to function

Other duties

- Occasional evening and weekend work could be required
- Ability and willingness to travel regularly between colleges and the Trust's offices when needed
- The post-holder will undertake such other duties as the CEO or Trust may, from time to time, determine in consultation with the post-holder to ensure the continued existence, viability and progress of the Trust and its colleges.

Person Specification - Criteria

Knowledge and Skills

- Strong analytical and requirement gathering skills
- Strong working knowledge of databases and database interrogation tools
- Strong working knowledge of spreadsheets including understanding of Power pivot and data models
- Good working knowledge of Microsoft Data technologies including SQL, SSIS, SSAS, SSRS, PowerBI

- Ability to understand and interpret data, tell the story behind it, and suggest conclusions to be drawn
- Able to present and explain results of analysis verbally, visually and via written reports
- Knowledge of new and evolving technologies, including opensource software, and has confidence in making decisions around which methods and techniques to apply, and assists in making these decisions
- Knowledge of statutory and legal obligations regarding data (including the General Data Protection Act, Freedom of Information Act) and their application

Attributes, Values & Behaviours

As a values driven organisation, the person specification reflects the importance we place on these. Outlined below is our leadership framework based on our values and our Senior Data Analyst will need to demonstrate these as well as the ability to develop these in others;

Ambitious

- Setting a **clear & compelling vision**, always looking to **inspire people** to do things they never thought they could.
- Avoiding over complication & change for changes sake - seeking **clarity of purpose** & simplicity in all we do.
- Being **obsessive about improving** the experience we offer students & staff, acting as a **role model** for the standards of behaviour we should all **expect of each other**.
- Focussing on **collective improvement** through the development of highly performing teams & **shared accountability** rather than individual glory/blame

Curious

- Demonstrating an **unquenchable appetite for learning** & exploring new ways of approaching our challenges, focussing on developing this with all our staff & students.
- Not being afraid to **take risks** & encouraging this in others, ensuring we maximise **learning from our mistakes** & failures.
- Promoting an **openness of discourse**. Acknowledge we will not always be right & **welcome constructive challenge** of our thinking
- Being able to combine dreams & big ideas with details, **act as doers**, not just thinkers.

Involved

- Ensuring high levels of **visibility** & engagement of our leaders around our colleges & within our **local communities**.
- Actively seeking & **developing partnerships** to ensure we are connected to & having a **significant positive impact** on our local communities & on each other.
- Supporting staff to break down barriers to **partnership working**, within colleges, across the Trust & with external partners.
- Acting as **champions of inclusivity** & diversity & challenging any behaviours, structures or processes that are not fully inclusive for the communities we serve
- A willingness to adopt co-creation approaches to projects

Supportive

- Acting as a **role model** for our staff in terms of staff wellbeing & work-life balance, **setting expectations** & challenging staff when they fall short of these expectations.
- Demonstrating **empathy** & **emotional intelligence** particularly in difficult moments, while helping staff & students frame possible solutions to their challenges. Not being afraid to get our 'hands dirty' with staff to help solve a problem.
- Focussing on **empowering** all our people, ensuring they gain the skills & experience needed to **thrive at work**, through training, coaching, mentoring & wider development opportunities.
- Knowing the difference between **being empowering** & being enabling when supporting/developing our people & being skilled at having '**crucial conversations**' when needed.

Genuine

- Keeping the **promises** we make & sticking to our **commitments**, particularly in difficult times. Not being afraid to **take risks** & encouraging this in others, ensuring we maximise **learning from our mistakes** & failures.
- Seeking **honest** & regular consultation with **feedback** from students & staff, responding meaningfully & constructively, **without 'spin'** or rancour.
- Giving regular, honest & **constructive feedback** to our staff, collectively & individually to help them **further develop & thrive** at work
- Having the conviction & tenacity to **disagree when needed**, but once a decision is made **committing wholly** to it, even when uncomfortable, unpopular, or exhausting.

Optimistic

- Always **believing in** & promoting the ability of **our staff & students** to further develop their skills & abilities.
- Remembering to tell people when things are going well & actively **celebrating** the achievements of our students & staff at every opportunity.
- **Challenging cynicism**, pessimism, or political expediency in **ourselves & others**, working to demonstrate how we can help bring about **positive outcomes** in line with our values.
- **Encourage innovations** & ideas for improvement from others, focussing on the potential benefits & being risk aware rather than risk averse.

Completing your application

Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

Contract Details

The post is made on the terms and conditions for Support Staff in Sixth Form Colleges.

| | |
|----------------|---|
| Contract: | Permanent: Full Time 52-week contract |
| Hours: | 37 hours per week Monday to Friday |
| Actual Salary: | Sixth Form College Support Staff Pay Scale Point 21 to 26 £32,921 to £37,462 per annum |
| Start Date: | 27 th February 2023 |
| Pension: | Membership of the Local Government pension scheme |

1. Application is by means of:
 - a completed Application Form
 - a completed Equal Opportunities Form
 - a completed Disclosure Form

When completing your application please comply with all instructions detailed on the application form. *You are asked NOT to send a Curriculum Vitae (CV).*

The criteria in the enclosed person specification will be used to assist the short-listing process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application, you must ensure that you indicate how you meet these criteria.

2. **Referees**

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. **Health**

If you are successful in your application, you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. **Certification**

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

5. **Equal Opportunities**

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. **DBS Disclosure**

If you are successful in your application, you will also be required to complete a DBS application, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website www.ke6n.ac.uk

Closing date for applications: Monday 20th February 2023 at 09:00am

Interviews to be held: week commencing 06th March 2023

Applications should be addressed to: Associate Principal - Corporate Services
King Edward VI College,
King Edward Road
Nuneaton
CV11 4BE

Email: personnel@ke6n.ac.uk

*The College is committed to safeguarding and promoting the welfare of young people.
The successful candidate will be required to undertake a criminal record check via the DBS.
The College promotes diversity and welcome applications from all sections of the community.*

*All candidates with a disability will be offered an interview should they meet
the minimum requirements of the post.*

The College is committed to the continuing professional development of all staff.

Thank you for your interest in King Edward VI College, Nuneaton.

Better Futures Multi-Academy Trust
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