

POST TITLE	DATA DEVELOPMENT OFFICER
DIRECTORATE	COMMUNITIES AND FAMILIES
SERVICE	SCHOOLS & LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER

POST: DATA DEVELOPMENT OFFICER
SCHOOL: TYNECASTLE HIGH SCHOOL

Background information

Headteacher: Hazel Kinnear
School Address: 2 Mcleod Street, Edinburgh, EH11 2ND
Tel: 0131 337 3488
Website: www.tynecastlehighschool.org.uk
E-mail: admin@tynecastle.edin.sch.uk
School Roll: 870
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Headteachers and a Business Manager. Total staffing complement is made up of 77 Teaching Staff and 30 Support Staff. 12 Curriculum Leaders (including 3 Pupil Support Leaders and 1 Support for Learning Leader)

History and Description of the School

Tynecastle High School is a six-year comprehensive secondary school which has served west-central Edinburgh with distinction for over 100 years. The school moved to a fantastic new site in January 2010 and has first class educational facilities. The school is thoroughly rooted in its local communities, with learners drawn from Balgreen, Craiglockhart, Dalry and Stenhouse Primary Schools.

The school roll is currently around 870. The school offers a wide range of subjects and successfully presents students for SQA exams at all levels. There is a strong sense of pride in the school demonstrated by students, staff and parents.

A bank of strategies supports the successful integration of pupils with a wide range of needs and abilities in the school and the curriculum. As well as a strong record in supporting young people into the world of work, the school has, over many years, successfully supported significant numbers of high attaining students into a wide range of courses at Universities across the UK. Staff know their students well and a high priority is set by all staff on pastoral care and on ensuring pupils' welfare. The atmosphere is welcoming and warm with respectful relationships underpinning purposeful learning.

School Improvement Plan

The school is firmly committed to improving Equalities, Equity and Inclusion as well as Health, Wellbeing and Resilience. Teaching and Learning is, of course, another key area.

Section 2: Job Outline

The Data Development Officer will be responsible for the collation and analysis of data to support middle and senior leaders in areas such as:

- Attainment over time
- Raising Attainment for All
- Protected groups – Care Experienced, FSM, SIMD 1-3, EAL etc.
- Lates versus attendance
- Course completion at all levels
- Curricular areas
- Predictions versus attainment

They will be responsible for identifying areas for improvement.

They will deliver professional learning on the use of data to individuals and groups as appropriate and will present to CLs and SLT at appropriate meetings.

They will liaise with Pupil Tracking and Edinburgh Learns staff as appropriate.

They will be asked to teach Maths up to 75% of their timetable.

Section 3: Any special requirements

Knowledge and skills (e.g. Creativity, innovation, contacts & relationships, decision making)

- Successful and varied classroom experience, with significant experience of delivering high quality learning, teaching and assessment.
- A proven ability to design and deliver high quality professional learning in learning and teaching.
- Sound knowledge of current national and local authority priorities, particularly in learning and teaching.
- Good knowledge of school improvement processes including self-evaluation.
- Clear understanding of teaching and learning theory and effective pedagogies.
- Strong partnership working skills with the ability to communicate effectively and establish positive relationships with central and school-based staff at all levels, other key professional partners and external organisations.
- Self-reliant, flexible and able to take personal responsibility for specific projects, either working independently or as part of a team.
- Effective time management, planning, organisation and analysis skills.
- Experience with the administration and management of establishment digital devices and systems.
- Educated to degree level or equivalent with a teaching qualification and registered with the GTCS.

Supervision and management of people

This post involves no direct supervision or management of other members of staff.

Resources

While this post may be asked to provide advice on purchasing/resourcing from time to time, it has no formal budgetary responsibility.

Health and safety

Protecting the health and safety and welfare of our employees, and our third parties, including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by
- their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related illness, and accident or incident (including 'near misses') immediately to their line manager, and assisting with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Additional information can be found in the Council Health and Safety Policy.