



# WALTHAMSTOW HALL

## SEVENOAKS FOR GIRLS AGED 3-18

### Job Description for Director of Data & Operations

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

<b>Introduction</b>	Please see our website: <a href="https://www.walthamstow-hall.co.uk/">https://www.walthamstow-hall.co.uk/</a> for information about our School. Our Core Values are Respect, Integrity, Aspiration, Community and Individuality.
<b>Commencing</b>	September 2022

#### Summary

We require an experienced academic professional to work closely with the Headmistress and Senior Management Group (SMG) to ensure effective operation of the teaching and learning environment of the Senior School. This new post arises from the reconfiguration of responsibilities within SMG and will require a strategic focus on efficiency and leveraging pupil and teaching staff data. Meticulous attention to detail will be paramount.

The post will suit an enthusiastic and dynamic teacher, most probably with middle management experience, who has outstanding administrative and communication skills. The successful candidate should have a keen appreciation and understanding of the School's ethos and the distinctive way in which academic opportunities, pastoral care and co-curricular activities contribute equally to life at Walthamstow Hall.

Senior Management are involved in strategic planning, marketing and recruitment, as well as general School operations, management and leadership. Flexibility in responding to situations outside the defined remit is particularly important. Unless otherwise stipulated, reference is to the Senior School. The specific duties of the successful candidate are likely to include the following:

#### Main Duties and Responsibilities

##### Member of SMG

- Contribute to strategic planning and leadership of the School as a member of SMG.
- Attend Governors' meetings by invitation.
- Represent SMG at School events.

## **Teaching**

- Teach a specialist subject on a reduced timetable.

## **Timetabling**

- Understand and facilitate the “One School Vision”.
- Experience of TimeTabler (or similar).
- Liaise with the Director of Studies and the Junior School Management Team to execute the construction of the Senior School’s academic timetable.
- Work closely with the Director of Studies and senior colleagues to ensure the cost-effectiveness of the School’s curriculum and that the timetable is both creative and efficient.
- Liaise with the Director of Digital Services & Innovation to ensure the successful upload of the timetable to iSAMS.
- Maintain the academic timetable on iSAMS, for example, in the light of pupils’ subject changes and room changes.
- Own and maintain data relating to the number of lessons allocated to part-time staff, reporting these to the Bursary for payroll purposes.
- Review and publish homework timetables for Key Stage 3.

## **Administration of Pupil and Student Subject Options**

- Administer the processing of pupil subject options, including pupil submission forms, construction of Option Blocks, communication with pupils to confirm their options.
- Act as the point of contact for the Registrar for pupils joining during the year.

## **Pupil and Student Reports**

- Be responsible for the reporting process, including publication of reporting schedules and deadlines, liaising with the Director of Digital Services & Innovation to manage the content and format of reports on iSAMS, provision of staff guidance and documentation.
- Make pupil tracking data from pupils’ reports available to staff.
- Gather and publish aptitude data for pupils joining the School and entering the Sixth Form – administer MidYis and ALIS tests, liaise with the Centre for Evaluation and Monitoring (CEM), liaise with the Examinations Team to provide results for CEM’s value-added calculations.

## **School Calendar**

- Maintain the School Calendar, liaising with SMG to seek authorisation of proposed events and trips.
- Manage the pupil lunch rota.

## **Cover**

- Arrange teaching staff cover on a daily basis and also cover and invigilation for planned events such as internal and public examinations and pupil report reading.
- Liaise with the relevant Heads of Department to analyse longer term cover requirements, for example maternity and paternity cover.

At key points in the year when there are particular demands, e.g. the construction of the timetable, other senior staff will be available to support daily operations. This job description is subject to review in line with the developing needs of the School and it is intended to be enabling rather than restrictive.

<p><b>Personal and Professional Qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to the paramount importance of the safeguarding and wellbeing of pupils.</li> <li>• A strong academic record and a good honours degree in a relevant academic discipline.</li> <li>• Demonstrable and sustained success in a post at middle management level, or as a member of a senior leadership team.</li> <li>• To be capable of expressing an independent view and of working loyally as part of a team.</li> <li>• To be able to make a significant contribution to strategic planning; to debate and discuss issues constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership.</li> <li>• To be willing to work effectively as part of SMG, whose members are mutually supportive and complement each other through their diverse backgrounds, skills and abilities.</li> <li>• An established track record of initiative and innovation.</li> <li>• Have the ability to work with equanimity and efficiency when under pressure.</li> <li>• Open-minded to alternatives and the ability to question and challenge current processes respectfully.</li> <li>• Ability to appreciate the big picture and also manage detail.</li> <li>• Have the ability to inspire confidence in colleagues, pupils and parents.</li> <li>• Have excellent communication skills, and relate well and sensitively to pupils, staff and parents.</li> <li>• To be eager to learn and to attend (and at times lead) INSET/CPD as necessary.</li> <li>• To be aware of Health and Safety issues and to comply with Health and Safety policy.</li> <li>• Have a strong commitment to the professional development of staff and staff welfare.</li> <li>• To have generosity of spirit which accepts that there will be out-of-normal-hours work in a Senior Management role.</li> <li>• Intellectually and organisationally agile and efficient; open to new directions, continuously pro-active, whilst planning and structuring what needs to be done to translate aspiration into reality.</li> <li>• An enthusiastic and inspiring teacher with an ability to communicate a love of learning to pupils at all levels.</li> </ul>
<p><b>Leading and Managing Staff</b></p>	<ul style="list-style-type: none"> <li>• To line-manage departmental staff and to make recommendations about their professional development.</li> <li>• To participate fully in appraisal/performance development procedures, assisting staff in personal target setting and in developing to the full their potential.</li> <li>• To establish positive working relationships and clear expectations.</li> <li>• To take an active part in arrangements for recruiting, inducting and supporting new staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• To promote a positive and purposeful culture and a thriving environment within the School.</li> <li>• To encourage all staff members to further the aims of the School.</li> </ul>
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<b>Line Manager</b>	The Headmistress
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You may also be required to undertake any other comparable duties as the Headmistress requires from time to time.

**Comments from current staff:**

**NQT:** “I was completely struck by the extremely friendly, supportive and motivational atmosphere around the School during the interview process and just knew it was the right School for me.”

**Head of Department:** “As soon as I joined Walthamstow Hall, eight years ago, I knew I had made the right choice. There is a quite exceptional sense of unity and mutual support amongst the staff. Everyone pulls together with common purpose, in an atmosphere of warmth and friendliness.”

**Head of Department:** “I love the caring atmosphere where I feel that everyone is working as a team with the pupils’ success and welfare at the forefront of their minds .... There is a great sense of camaraderie.”

**Employee benefits include:**

- School fees remission for children of the post-holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements.
- Membership of the relevant School’s Defined Contribution Pension Scheme (details available from the Bursar’s Office)
- Refreshments/meals during term time working hours
- Cycle to Work Scheme
- Use of the School’s Fitness Room and Swimming Pool (at allocated times)
- Free onsite parking
- Wellbeing package
- Ongoing training and development

*Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service*

## **Application Process**

Applications will only be accepted on the School's Application Form. Candidates should:

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Miss Stephanie Ferro, detailing how your skills, knowledge and experience match the School's requirements for the post of Director of Data & Operations.
- Email your letter and application to: [jturner@whall.school](mailto:jturner@whall.school)
  
- Hard copies may be posted to:

Jackie Turner  
HR and Compliance Manager  
Walthamstow Hall  
Holly Bush Lane  
Sevenoaks  
Kent TN13 3UL

**The closing date for applications is 4pm on Friday 4 February 2022.**

Your application will be acknowledged by email and earlier applications are welcome.

**Interviews will take place week commencing 7 February 2022.**

***The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.***

References will be taken up before interviews.

January 2022