



Stoke Newington School
& Sixth Form

Recruitment Pack
Data Lead
Immediate start



Contents

Headteacher's Welcome	Page 3
Staff Benefits	Page 5
Job Advertisement	Page 8
Job Description	Page 9
Personal Specification	Page 14



Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Data Lead**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

We are looking for an outstanding and driven individual oversee and develop the school’s use of data for the Senior Leadership Team and to create strategic and operational data, and systems within school.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher





Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

Compassion

We are polite and courteous and keep our voices quiet to show consideration for our community.

Ambition

We actively participate in lessons and use the feedback given to us to go above expectations.

Resilience

We understand that mistakes are part of learning and strive to work hard, even when the task may be challenging.

Excellence

We take pride in our smart appearance, the brilliant work in our books and our commendable behaviour.

Equality at SNS

We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.

Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).



Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important



moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professionals, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to Work

By public transport: Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car: We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.



Cycle Scheme: We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





Job Advertisement

Data Lead

Immediate start

Salary – Scale PO3 - £45,937 - £47,874 (Term Time plus 3 weeks)

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

You will require a keen eye for detail and accuracy and play a key role in supporting our student's academic and personal development.

If you have experience of working in a busy school environment, are highly organised, and be able to work independently using your own initiative we look forward to hearing from you.

If you have experience of working in a busy school environment, are highly organised, and be able to work independently using your own initiative we look forward to hearing from you.

How to Apply

If you are interested in joining our team please apply via Schrole using [this link](#).

Please note that we will no longer be accepting applications made via the application form.

The closing date for receipt of applications is **Friday 16th January 2026**.

Interviews to take place in person on **Friday 23rd January 2026**.

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful applicant will be required to undertake pre appointment vetting checks in line with Keeping Children Safe in Education statutory guidance including an Enhanced DBS check. References will be sought and online searches will be carried out for all applicants invited to interview.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Job Description

Title of Post: Data Lead

Salary: Scale PO3 - £45,937 - £47,874 (Term Time plus 3 weeks)

Reporting to: Deputy Headteacher

Post Purpose:

- To oversee and develop the school's use of data for the Senior Leadership Team (SLT), teaching staff and to create strategic and operational data, and systems within school.
- To produce clear, concise, and accurate information to support the SLT in raising standards of performance in the school. Maintaining student specific data to a high standard.
- To set up, maintain and review highly complex data. Analysing, problem solving, developing solutions and/or strategies with senior leaders in increasing school improvement.
- Line manage Data Officer.

Operational:

- To produce clear, concise, accurate information and advice to support and lead teachers, middle leaders, the Senior Leadership Team, and governors in raising standards of performance - particularly for target groups of students.
- Training of governors on data and interpreting results and findings. Assisting them to use and understand data and target setting. To collate students' key outcomes, attendance, exclusions data for Governors.
- To analyse data to identify strengths/ weaknesses for teachers, Senior Leadership Team and Middle Leaders (Heads of Department/Pastoral Leaders).

Data Management:

- Develop and maintain assessment data strategy that helps to improve attainment across the school.
- Use a range of data sets and software to inform and facilitate effective and robust target setting e.g. 4matrix, FFT, CATs (ALPS for sixth form), ASP, SIMS assessment manager.
- Collate reports, advise and assist the Headteacher in reporting to the School Improvement Partner, Governors, and School Development Advisor and Ofsted Inspectors in target setting and detailed analysis of school performance.
- To provide appropriate and timely data and reports to Senior and Middle Leaders to allow for precise target setting, assessment, and reporting.
- To maintain, develop and operate an annual program of school performance data collection and analysis.
- To play a key role in supporting subject leaders to develop data handling skills that translate analysis into classroom impact on achievement and progress.



- To increase staff awareness of how SIMS Assessment Manager can be used to track student performance. To provide staff training on the use of ALPs, SIMS, 4matrix, FFT Live and DFE online software packages.
- To ensure that interim and final assessment data is coordinated and analysed at regular intervals, specifically after each tracking point and summer external exams for all Departments, Senior Leadership Team and Governors.
- To maintain and develop systems to allow assessment data and targets to be transparent for all stakeholders, including parents and students.
- To liaise with the deputy headteacher to ensure all staff meet deadlines enabling statutory requirements for reporting to be met.
- To develop, monitor and maintain the school reporting system and procedures.
- To download CTF's for all admissions and mid-term admissions.

Strategic:

- Create and prepare complex strategic and operational data summary for Curriculum Leaders by key stage, year groups and set group. Exercising highly developed training skills in order to ensure "non data specialists" can translate data results in the classroom to impact on student achievement.
- Be accountable for the use of systems in school, raising standards and performance across whole school.
- Respond to education developments both strategic and operational that have implications on data management.

Other Duties:

- Gain a comprehensive understanding of the complex relationships between classes, courses, and exam awards to enable effective contribution to the checking of sixth form funding data and submitting appropriate data in order challenge where necessary.
- Provide advice to the Headteacher and SLT on school data improvement initiatives.
- Create data in a clear, concise and easily understandable way.
- Create and develop systems to enable the effective monitoring of vulnerable students including those with additional needs and disadvantaged backgrounds.
- Keep abreast of current guidance requirement and good practice in relation to target setting, the effective use of data.

General Requirements:

- Take part in the school's performance management system.
- Attend governing body meetings when asked.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.



- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.
- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by their line manager.



Personal Specification

		Essential	Desirable
	Criteria		
	Understanding of the education system.	✓	
	Knowledge of ICT skills to support the data management of the school system and analysis of whole school performance.	✓	
	To be familiar with and to be able to communicate about information including KS2 Data, attendance data, Statutory Reporting, school Census, Profiles and Target Setting, Self-Evaluation, ASP, Fisher Family Trust, SIMS Assessment Manager and SIMS Learning Gateway.	✓	
	Knowledge of the concept of confidentiality.	✓	
	Ability to work in a team and individually.	✓	
	Able to use language and other communication skills to ensure parents, pupils and staff members understand and relate to the importance of data.	✓	
	Ability to self-evaluate and actively seek opportunity for improvement.	✓	
	Ability to relate well with children and adults.	✓	
	Excellent statistical and analytical skills.	✓	
	Ability to work under tight deadlines.	✓	
Knowledge & Skills	Ability to deal with a range of people including staff, senior leaders and governors, and the parental community.	✓	
Qualifications	Relevant degree in ICT or Business or appropriate Higher-Level Qualification.	✓	
	Relevant experience working in a similar post.	✓	
Experience	Experience of working with external agencies.		✓