

Job Description

Job Title: Head of Insights

Location: Hybrid - remote working and London (183 Eversholt Street, London NW1 1BU)

Hours of work: 37

Reports to: Director of Insights and Innovation

Context

AET is one of the largest academy trusts in the country, with a network of primary, secondary and special schools spanning nearly every region in the country.

The trust is embarking on a journey from turnaround to educational excellence. A critical part of that is establishing a new insights function to support the trust to generate key analysis to influence the school improvement strategy.

As part of this, AET has committed to becoming more open source- to drive forward a spirit of system generosity in documenting their approach to school improvement at scale. This will have a national impact on the education of every child in the country.

This is a hugely exciting time to be joining the organisation, and as we pivot from turnaround mode to becoming a high performance organisation on the pathway to sustainable excellence. This role offers a unique opportunity to join our organisation and be part of this exciting journey.

Purpose of the Role:

The primary purpose of this role is to deliver insights and analysis to inform AET's strategy and practice. You will be supporting the board and the leadership team to drive improvement across the trust and deliver an excellent education for every child, every day.

Working closely with the Business Intelligence team and supporting the Director of Insights, you will build a team to design a framework to analyse and disseminate insights. Applying a thorough understanding of the trust in the wider context of education you will tell the story of the data in plain language, introduce innovative visualisation and presentation techniques to have impact across AET.

The Insights Team will have a tangible impact on the decisions taken to support the Principals of our 57 schools. Improving the quality of data insights and research validity, you will play a crucial role in our overall strategy towards educational excellence.

This is a new role in AET, and your scope will also cover supporting the Directors of Strategy and Insights to establish the new team showing impact and value for all of AET's schools and the wider education sector.

Responsibilities

1. Establish a new team in the Insights and Innovation directorate, building relationships across the organisation to ensure impact

2. Lead production of analysis on AET's data, working closely with Business Intelligence team to support the board, the senior leadership teams and AET's family of schools better understand their absolute and relative performance
3. Design a framework to effectively communicate analysis, identifying critical areas for improvement across all Directorates in AET
4. Supporting the Technology function to ensure that data analysis and dissemination is accurate, effective and impactful
5. Work with the Business Intelligence team to evaluate and inform the approach to modelling and forecasting data, guaranteeing validity and reliability
6. Work with the wider Insights team to deliver ad hoc analysis of data and external sources to support AET's mission to become more open source, bolstering AET's voice in the education system
7. Design research frameworks for critical strategic areas such as Reading and Attendance to drive forward our theory of change in those areas
8. Line manage a minimum of one member of staff as appropriate.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Head of Insights

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none">• Educated to degree level or equivalent	<ul style="list-style-type: none">• Post-graduate degree in relevant field e.g. Statistics or Economics
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none">• 2-5 years experience in a data analysis role• Experience of manipulating, processing and extracting value from large, disconnected datasets.• Experience of working in applied analysis, taking an evidence-based approach to help inform, recommend and make decisions• Experience designing and developing effective communication and visualisation tools• Understand and comply with procedures and legislation relating to confidentiality and Data Protection• Experience of briefing senior stakeholders effectively and with impact	<ul style="list-style-type: none">• Experience working in Government or the public sector• Understanding of England's education system and the role of Academy Trusts• Understanding of MIS systems in education and Arbour in particular• Experience of working in Tableau• Understanding of assessments, tests and performance measures relating to EYFS up to KS5 and the Ofsted inspection framework• Experience establishing and



		<ul style="list-style-type: none">• Deep understanding of the advantages and disadvantages of analytical methods and different ways of presenting data.• Experience of working with statistical software and/or relational databases.• Experience writing research reports and evaluative studies.	managing a team effectively.
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none">• One member of staff, with the potential to grow more	
	Forward and strategic planning	<ul style="list-style-type: none">• Be able to think strategically and plan ahead across an academic year and our two year improvement cycles	
	Abilities	<ul style="list-style-type: none">• An ability to explain complex analysis in a clear and coherent way to non-technical stakeholders.• Strong interpersonal skills with the ability to build relationships across a complex organisation• Effective written communication,• Influencing skills	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Proactive• Seeing the bigger picture• Delivering work at pace• Offering a high quality service• Influencing	
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">◦ Be unusually brave	



		<ul style="list-style-type: none">○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	