



## **Job Description Data Analyst & Curriculum Support Assistant (DACSA)**

|                        |                                                     |
|------------------------|-----------------------------------------------------|
| <b>Place of Work:</b>  | West Heath School, Sevenoaks, TN13 1SR              |
| <b>Hours of Work:</b>  | 20 hours/ 52.143 weeks per year (52 weeks per year) |
| <b>Accountable to:</b> | Data Analyst and Curriculum Support                 |
| <b>Direct Reports:</b> | N/A                                                 |

### **The School:**

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Integral to the school environment is the promotion of the 4Rs: Respect, Responsibility, Relationships, and Resilience. Every member of our committed, dynamic, and resourceful staff plays a significant part in our students' success. To achieve positive outcomes, we work collaboratively and always as a team, ensuring that all practical and educational functions are aligned to create a safe and trusting environment for our young people.

We are currently on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

### **Main Purpose of the role:**

The DACS Assistant provides high-level administrative and technical support to the DACS Manager to ensure the school's data systems operate with total integrity. In our SEMH environment, this role transcends simple data entry; the Assistant is responsible for maintaining the "digital profile" of a child's recovery. By ensuring data accuracy, the post holder enables clinicians and teaching staff to identify behavioural triggers, trends, and progress milestones essential to our therapeutic model.

Furthermore, this role is critical to departmental resilience. The post holder will develop a deep technical understanding of the school's data infrastructure, ensure long-term operational continuity and provide the Senior Management Team (SMT),



Trustees, and inspection bodies (such as Ofsted) with robust, evidence-based insights into student outcomes.

The DACSA will act as a Data Protection Officer in conjunction with the DACS (full training will be offered).

## **Main Duties and Responsibilities:**

### **Student Data and Arbor Administration**

- Maintain the absolute integrity and regularity of core student data within the Management Information System (Arbor), including contacts.
- Manage the frequent updates of student attendance and attainment/assessment data, ensuring information is current for daily operational use.
- Support the administration of leaver data and destination tracking to meet statutory reporting requirements.
- Perform rigorous data validation checks to ensure that all inputting supports robust, error-free reporting.

### **Behaviour Watch Administration**

- Provide administrative oversight for the Behaviour Watch system across the School Day
- Systematically track student incidents, ensuring that these records accurately reflect the therapeutic journey of each student.
- Support the DACS Manager in maintaining the internal logic and data integrity of the behaviour management system.

### **Report Generation and Analysis**

- Assist in the design and production of high-quality, innovative reports for the SMT, Local Authorities, and visiting bodies like Ofsted.
- Synthesise complex data sets into clear reports regarding student Progress, Attendance, and Achievement.
- Assist in compiling technical evidence for School Improvement plans, Tribunal hearings, and statutory DfE returns (e.g., SLASC annual Census).

### **Curriculum and Timetable Support**

- Provide technical aid during the whole-school timetable process, supporting the DACS Manager in the complex scheduling of staff and resources.

- Assist in the technical application of Timetabler, including the mapping and importing of timetable data into Arbor.
- Maintain curriculum assignments by student/scheme throughout the academic year to ensure seamless teaching and learning delivery.

### **Data Protection**

To support the Data Protection Lead with upholding data protection standards and compliance with UK GDPR.

The role includes:

- advising school leaders and staff about their data obligations
- monitoring compliance
- working with SMT to develop and update data protection policies and procedures
- monitoring who in the school has access to personal data
- advising when data protection impact assessments are needed
- answering data protection enquiries from staff, parents and pupils
- ensuring privacy notices are regularly reviewed and updated
- supporting and advising staff who have data protection queries
- communicating with the Information Commissioner's Office (ICO)
- reporting to the Governance Committee about data protection
- advising the Governance Committee on data protection risks
- advising on and co-ordinating responses to information rights requests (DSARs) o advising on and co-ordinating responses to Data Breaches
- making sure all assets containing personal data are appropriately managed and secure

### **Safeguarding**

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

### **Health and Safety**

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

### **Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the School.



- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

**Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

**General:**

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

## PERSON SPECIFICATION: DACSA

The successful candidate will be a strong, forward thinking and inspirational leader who demonstrates commitment to the school's values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

| Requirement             | Essential                                                                                                                                                                                                                                                                                                                                                                                     | Desirable                                                                                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Qualifications       | <ul style="list-style-type: none"> <li>GCSE in English &amp; Maths – Grade 4 and above.</li> </ul>                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Level 3 qualification Computer Information Systems Data Management or equivalent qualification</li> </ul>                                                                                    |
| 2. Experience           | <ul style="list-style-type: none"> <li>Experience managing data</li> <li>Experience in developing bespoke analyses of data sets</li> <li>Experience in interpreting and analysing data for stakeholders</li> </ul>                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Data Protection</li> <li>Experience of timetabling</li> </ul>                                                                                                                                |
| 3. Knowledge and skills | <ul style="list-style-type: none"> <li>IT Literate.</li> <li>Knowledge of implementing, developing and managing Management Information Systems.</li> </ul>                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Attachment Aware and Trauma Informed Education/ Therapy models.</li> <li>Full working knowledge of relevant policies, codes of practice and legislation regarding data protection</li> </ul> |
| 4. Competence           | <ul style="list-style-type: none"> <li>Ability to present information in a clear and concise manner</li> <li>Ability to relate well to children and adults</li> <li>Ability to work well under pressure, prioritise workload and meet deadlines</li> <li>Attention to detail, including data verification checks</li> <li>Ability to work independently and also as part of a team</li> </ul> |                                                                                                                                                                                                                                     |
| 5. Personal Qualities   | <ul style="list-style-type: none"> <li>Ability to work in a way which reflects the Schools values/ ethos.</li> <li>Working practice which encompasses equal opportunities.</li> </ul>                                                                                                                                                                                                         |                                                                                                                                                                                                                                     |

|          |                                                                                                                                                                                                                                |  |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          | <ul style="list-style-type: none"> <li>• Ability to work under pressure while recognising it in self and others.</li> </ul>                                                                                                    |  |
| 6. Other | <ul style="list-style-type: none"> <li>• Personal development - a strong interest in and commitment to continuous personal learning and development.</li> <li>• Enhanced DBS</li> <li>• Commitment to Safeguarding.</li> </ul> |  |

**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

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