January 2025

Dear Applicant,

Thank you for your interest in the post of **Data and Development Lead.**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Support Staff Pay scale
- Application and Monitoring Form

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

Completing and returning your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to hr@godalming.ac.uk

The closing date for receipt of applications is **Monday 3rd February at 9am.**

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 7th February 2025**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews at the College week commencing 10th February 2025 and will notify short-listed candidates as soon as we can after the closing date. Please confirm your availability on your application form.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

Emma Young
Principal

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

> *'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'*

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

> *'It is a supportive, positive, happy environment, which is great for both students and staff.'*
> *'As a member of staff I am given autonomy but always know that guidance, direction and support is available'*
> *'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'*

The College currently employs around 250 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review.   The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

The IT Department

The IT Department currently consists of: Director of IT and Digital Strategy, Assistant Director of IT, Senior Software Developer, Front-End Developer, MIS Manager, Network Manager, and three IT Technicians (who also support SharePoint and VLE development).

The Department has overall responsibility for the day to day running of all the College IT network, infrastructure and services, ensuring students and staff have the best IT resources to support their teaching and learning and wider college function. The team is very friendly and caring with a collective sense of responsibility working to their individual strengths, and has strong expertise in a broad range of IT skills.

We are proud of our success over many years, helping to play a significant part in the development and innovation at the College for the benefit of all students and staff and we are always look for ways to improve the services and support we provide to our community.

We have a Microsoft Active Directory Domain, and Microsoft tenancy in Azure (A5 licensing). Highly-specified equipment and, wherever possible, redundant systems and virtualisation are used to provide a high-quality service. We are moving more and more of our data systems to Azure, in order to support cloud-based development of our online presence. The team use MS-SQL, as well as Power Apps to include Power BI for reporting and Dynamics as part of our overall development plan - you will be key to making this project a success.

Data and Development Lead

This is an exciting opportunity to join a vibrant college and thriving ILT Team at a key point of innovation. This role is a central and crucial one with specific responsibility for ensuring the accuracy, integrity, and compliance of College data, and enhancing the College's data capabilities as we look to evolve and innovate. This role will also lead the development of digital tools, platforms, and infrastructure that serve the College community and to oversee the advancement of systems that enrich teaching, learning, leadership and management.

Hours:
This is a permanent contract, 36.42 hours per week Monday to Friday: times to be agreed (normally 8am – 4.20pm), 52 weeks per year. Annual Leave entitlement is 22 days per year, plus Bank Holidays.

Salary:
The salary is linked to the Support Staff Pay Spine and will be in the range of £53,460 - £55,790 (including fridge allowance) and depending on experience.

JOB DESCRIPTION

Job Title: Data and Development Lead

Line Manager: Director of IT and Digital Strategy

Responsible for: Data and Development Team

Summary of Job

To be the lead for all College data ensuring its accuracy, integrity, and compliance. To enhance the College's data capabilities in line with stakeholder needs, providing robust systems for immediate access to relevant and accurate data. To lead the development of digital tools, platforms, and infrastructure that serve the College community (staff, students, parents, and other stakeholders), and to oversee the advancement of systems that enrich teaching, learning, leadership and management.

Responsibilities

Leadership
- To lead the development and delivery of College management information, data, online solutions, portals and online platforms to support the College's digital strategy
- To lead the College data strategy and maintaining systems for data accuracy, integrity and security
- To lead and line manage the Data and Development team, to coordinate their workloads and priorities, ensuring the team is well-equipped to handle their responsibilities and meet the College's objectives via the professional review cycle
- To continuously review and improve MIS processes and systems in line with best practice and technological development
- To deputise for the Director of IT and Digital Strategy on appropriate areas relevant to this remit

Data
- To provide data-driven guidance to the College's Senior Leadership Team to support the continuous development of the College
- To lead on the audit of College data and be responsible for ensuring that all data and reporting processes comply with external audit requirements and internal policies. This includes overseeing the preparation of audits for bodies such as Ofsted and the Education and Skills Funding Agency (ESFA)
- To work closely with Department and College leaders to align data strategies with College goals and ensure seamless integration of data systems
- To oversee preparation of, and present reports to Trustees and other external groups
- To be responsible for all student data, overseeing all reporting such as forecasts, performance measurement, attendance, etc
- To have oversight of the accurate processing of timetabling and room utilisation
- To ensure the College technical data systems are secure and fit for purpose
- To oversee the project lifecycle for data projects, managing expectations, robustly testing and delivering the reporting cycle accurately and to schedule

Development
- To plan, resource, and report on the development of bespoke software systems used to deliver key information the College requires to be as effective as possible (including the College website, portals, reports, dashboards)
- To procure services from, and liaise with, external suppliers to provide support and assistance as necessary

- To lead on the evolution of critical tools and platforms for the College community (portals, website, internal hubs)

Additional Responsibilities
- To support the wider IT team and College when need
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies.
- To actively seek to maintain and extend expertise in appropriate areas and pursue relevant training
- To support College events such as Open Evening, G2G days, CAS sessions and Parent's evenings where required
- To do other tasks as reasonably requested by the Principal from time to time

This job description may be varied according to the needs of the College from time to time.

Review carried out by Director of IT and Digital Strategy, December 2024

Person Specification for Data and Development Lead

We are looking for a strong leader with excellent analytical skills, attention to detail and the ability to communicate complex information clearly. A problem-solver with a commitment to continuous improvement. They need to be reliable and trustworthy, and able to lead a team to deliver excellence.

Qualifications

- Degree or equivalent qualifications
- Qualifications in leadership and management and/or project management (desirable)

Essential Experience

- Experience of managing and leading a team
- Significant experience in MIS management within an educational setting, including knowledge of FE data systems, funding, performance statistics, compliance and audit requirements
- Ability to understand and manipulate data as metrics in organisational performance
- Able to present database-driven data into user-friendly formats using SSRS/PowerBI or equivalent technical systems
- Experience of data governance, managing data within a Data Protection Policy
- Experience managing and/or executing the migration of on-premise database systems into the cloud
- Knowledge of the technical platforms used in developing web applications, such as Power Platform/M365/SQL/React and other modern development platforms
- Experience of managing technical systems such as MS-SQL, Cloud-data, Power Platform, web services or other data systems
- Experience of leading a complex software project
- Aware of the changing nature of information management in the context of Artificial Intelligence and machine learning for productivity and governance
- Affinity with young people in the 16-19 age range
- Knowledge of the Post 16 education sector

Essential Experience

- Excellent analytical and IT skills
- Strong leadership and team management abilities
- Strong communication and interpersonal skills
- Ability to translate complex information in a clear and simple way
- Senior stakeholder management
- Problem-solving
- Flexible and adaptable to changing circumstances

Godalming College

Staff Benefits:

Health & Wellbeing

College Gym
The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.

Free Flu jabs
Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.

Employee Assistance Programme
The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.

Canteen
The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.

Training and Development
The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

Financial

Pensions
Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.*

Car parking
There is free on site parking for staff.

Cycle to Work scheme
The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

* www.teacherspensions.co.uk & www.lgpsmember.org

Term Dates 2024-25

Autumn Term	2024	Half Term	Bank/Public Holidays
Start Date	Tuesday 27th August	Monday 21st October to Friday 1st November	Monday 26th August
End Date	Friday 20th December		Wednesday 25th December Thursday 26th December

Spring Term	2025	Half Term	Bank/Public Holidays
Start Date	Monday 6th January	Monday 17th to Friday 21st February	Wednesday 1st January Friday 18th April Monday 21st April
End Date	Friday 4th April		

Summer Term	2025	Half Term	Bank/Public Holidays
Start Date	Tuesday 22nd April	Monday 26th May to Friday 30th May	Monday 5th May Monday 26th May
End Date	Wednesday 16th July		

2024/25 - Godalming College

Autumn Term	Tuesday 27th August	-	Friday 20th December	74 days
Spring Term	Monday 6th January	-	Friday 4th April	60 days
Summer Term	Tuesday 22nd April	-	Wednesday 16th July	56 days
				190 days

2024/25 - Surrey Schools for comparator

Autumn Term	Monday 2nd September	-	Friday 20th December	75 days
Spring Term	Monday 6th January	-	Friday 4th April	60 days
Summer Term	Tuesday 22nd April	-	Tuesday 22nd July	60 days
				195 days

Godalming College Support Staff Payscale March 2024

Additional Surrey Allowance on all points of £1222 per year

Scale 1	18	21725

Scale 2	19	21874
	20	22312

Scale 3	21	22735
	22	23175
	23	23640
	24	24464
	25	25299

Scale 4	25	25299
	26	26123
	27	26950
	28	27774

Scale 5	29	28574
	30	29374
	31	30317
	32	31251

Scale 6	33	32291
	34	33357
	35	34424
	36	35486

Senior Officer	37	36454
	38	37422
	39	38391
	40	39362
	41	40328

Management 1	42	41298
	43	42265
	44	43332
	45	44398
	46	45460

Management 2	47	46525
	48	47691
	49	48755
	50	49913
	51	51077

Management 3	52	52238
	53	53401
	54	54568

Management 4	55	55757
	56	56973
	57	58220
	58	59494
	59	60793
	60	62123

Management 5	61	63481
	62	64868
	63	66286
	64	67735
	65	69217

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42