

## Job Description

Job Title: Intelligence Lead – Virtual School Assistant Head

Grade: P2

### Overall purpose of the job

- The postholder will use their skills and expertise in Power BI to drive and support the Virtual School to deliver on the service's statutory obligations, processes and procedures, enabling them to contribute to an effective service delivery and uphold the standards that are required to achieve the best educational outcomes for the entire Virtual School cohort.
- To lead the day-to-day work of the Achievement through Intelligence Team within the Virtual School, consisting of a Performance Officer, PEP Champion and Senior Business Officer.
- To ensure the continued development of operational efficiency and service delivery, working to a digital first approach to system and process change.
- Lead on the development and management of all data management systems to underpin the work of the Virtual School and inform service priorities and actions leading to improved outcomes for children and young people.

### Main accountabilities

	<b>Main accountabilities</b>
1.	Development and management of all data collection and reporting systems to ensure informed decision making across the service; including monitoring and analysing data regarding key performance indicators for the entire Virtual School cohort, (including engagement in learning, attainment and progress, attendance, suspensions, and permanent exclusions, SEND, ethnicity and diversity) to underpin and inform the work of colleagues across the service.
2.	Lead on the development of user-friendly Power BI dashboards that consider the specific service requirements and provide meaningful insights to enable efficient functioning of the Virtual School and inform key developments and actions of the Virtual School and wider partners on a weekly, monthly and termly basis.
3.	Manage, motivate and develop the Achievement Through Intelligence Team (Performance Officer, PEP Champion and Senior Business Officer) within the Virtual School to ensure that appropriate skills and expertise are deployed to support the delivery of the service needs and agreed priorities. Work within the senior leadership team to recruit, develop and appraise staff to maintain a responsive, skilled, well-trained and effective team that works at all times in accordance with IT policies and other relevant policies.
4.	Champion Power BI throughout the Virtual School and wider teams and provide support and training to develop colleagues.
5.	Develop and maintain systems for tracking the contextual data of schools, settings and providers supporting the full Virtual School cohort.
6.	Collate local and national performance data for comparative analysis from a range of sources (such as NPD, NEXUS, Liquid Logic, ONE, WFC, LAIT, GIAS, published census data) for reporting to a range of stakeholders including the Virtual School Head Teacher, Virtual School Management Board, Corporate Parenting Sub-committee, Service Directors, HMI, Children and Young People's committee, Social Care Colleagues and Cllrs. Lead on response to freedom of information requests.
7.	Ensure the effective and responsible management of data, to be compliant with GDPR regulations and the County Council's policies and processes.
8.	Lead on the development of a multi-media strategy that promotes awareness of the Virtual School. Develop the analytics to inform strategy. Provide regular reports around trends and best practice to enable the Virtual School to remain up to date.

9.	Lead on the completion of data reports in line with agreed times and quality standards, particularly statutory reporting providing initial hypotheses and commentary around the data. Ensuring all reports are accessible to our wide and varied audience including our children and young people.
10.	Be the Virtual School link with Business Intelligence to ensure efficiency and streamlined partnership working.
11.	Create, develop and manage efficient and effective systems of central record keeping relating to PEPs and their review process, including the setting up of robust quality assurance systems and processes for PEPs and undertake effective analysis of the data obtained.
12.	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Bachelor's degree or equivalent professional qualification		Essential
Further professional qualification e.g. Microsoft Certification or equivalent		Desirable
Evidence of a commitment to continuous professional development		Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Data, reports and systems	<p>Advanced knowledge of Excel. Proficient in Pivot Tables / Power Pivot, VLOOKUP etc.</p> <p>Understanding of data models.</p> <p>Competent working with Power BI (or a similar package where skills may be transferable), including report development, DAX, Power Query.</p> <p>Work with a wide variety of stakeholders to ensure reports are fit for purpose.</p>	Essential
Education	Understanding of the education sector to inform data led decisions. Experience in working with education and other statistical and qualitative information in term of both locally and nationally produced data.	Desirable
Data Protection	Understanding of policies concerning data security, data protection, and confidentiality	Essential
Best Practice	Knowledge and understanding of best industry practice elsewhere in the country in response to the education of care experienced children.	Essential
<b>Skills</b>		
Problem Solving	Have an analytical and problem-solving mindset and approach.	Essential

	<p>The ability to solve complex problems and to foresee and take appropriate corrective action to address potential problems.</p> <p>The ability to research and resolve issues that you will face when building reports and writing queries.</p> <p>Ability to learn and quickly respond to rapidly changing environments.</p> <p>Ability to apply experience and knowledge to future solution considerations.</p>	
Planning and organisation	The ability to look and plan ahead keeping high-priority tasks in focus in the face of other conflicting pressures and priorities.	Essential
Interpersonal Skills	<p>Excellent interpersonal skills and a friendly and confident manner.</p> <p>Ability to communicate clearly and effectively, both verbally and in writing.</p>	Essential
Leadership & Motivation	<p>Able to lead, motivate and develop a team of skilled support personnel.</p> <p>Share knowledge of best practice including upskilling of colleagues.</p> <p>Promote use of Business Intelligence systems to a wide variety of users.</p> <p>Self-motivated and eager to learn and improve.</p>	Essential
Workload Management	<p>Strong workload management skills, prioritising multiple requests and staff to meet service level targets.</p> <p>Ability to meet deadlines and manage workload effectively to achieve these deadlines</p>	Essential
<b>Experience</b>		
Supporting IT Systems	Experience in the development of Power BI dashboards (or other similar packages which are transferable).	Essential

	<p>Experience in an analytical or intelligence role where SQL has been used extensively.</p> <p>Recognised technical training in statistics, statistical tools, or analytical software packages.</p> <p>Knowledge of a relevant coding language e.g. Python or R</p>	Desirable
Team Management	Experience of managing / supervising others, make decisions and take responsibility for planning setting priorities and reviewing performance.	Desirable
Mentoring	Experience of mentoring and supporting colleagues.	Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
<b>Safeguarding</b> ( <i>include for roles working with children/vulnerable adults</i> )	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

#### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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