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Data Pathways

Role Descriptions

Empower yourself with the understanding of diverse data roles to navigate the evolving landscape of data technology and analytics.

Introduction

Welcome to this comprehensive guide outlining 33 distinct roles spanning across 5 distinct career pathways within the realm of data within schools and trusts. It's essential to clarify that while this document delineates various roles, it doesn't imply that trusts require all 33 positions. Rather, it serves as a roadmap, delineating the roles that should be encompassed within the staffing structures of a trust. Moreover, it's crucial to recognise that the necessity for these roles is contingent upon the maturity of data systems within a trust. For instance, employing someone to oversee data science may not be prudent in the early stages of a trust's data maturity journey. Additionally, it's pertinent to note that certain elements can be outsourced, a practice often economically sensible, especially for smaller trusts. For instance, the data engineering career pathway can be effectively addressed through Management Information Systems (MIS) and other educational technology (Edtech) avenues.

This document is designed to help you embrace the power of understanding the vast array of roles in data when constructing or developing data teams. This knowledge empowers executive members and data professionals alike to assemble teams that are finely tuned to organisational needs, ensuring maximum efficiency and effectiveness in data management and analysis. Additionally, for data professionals keen on advancing their careers, this document provides valuable insights into how they can develop their own career paths within the sector. Act now to explore the possibilities and pave the way for strategic growth and adaptation in the ever-evolving landscape of data.

In this comprehensive framework, you may notice the deliberate absence of a specific "Data Manager" role. This omission stems from the recognition that the definition of a Data Manager can vary significantly across educational institutions, ranging from responsibilities in assessment to broader data management across various aspects of school life. In many cases, the role of a Data Manager may have evolved into other positions, such as an Academy Data Specialist: Assessment or an Academy Information Lead, which encompass a wider scope of data-related duties within academies. By intentionally leaving out a generic "Data Manager" role, this framework acknowledges and accommodates the diverse interpretations and evolutions of data management roles within educational trusts and institutions.

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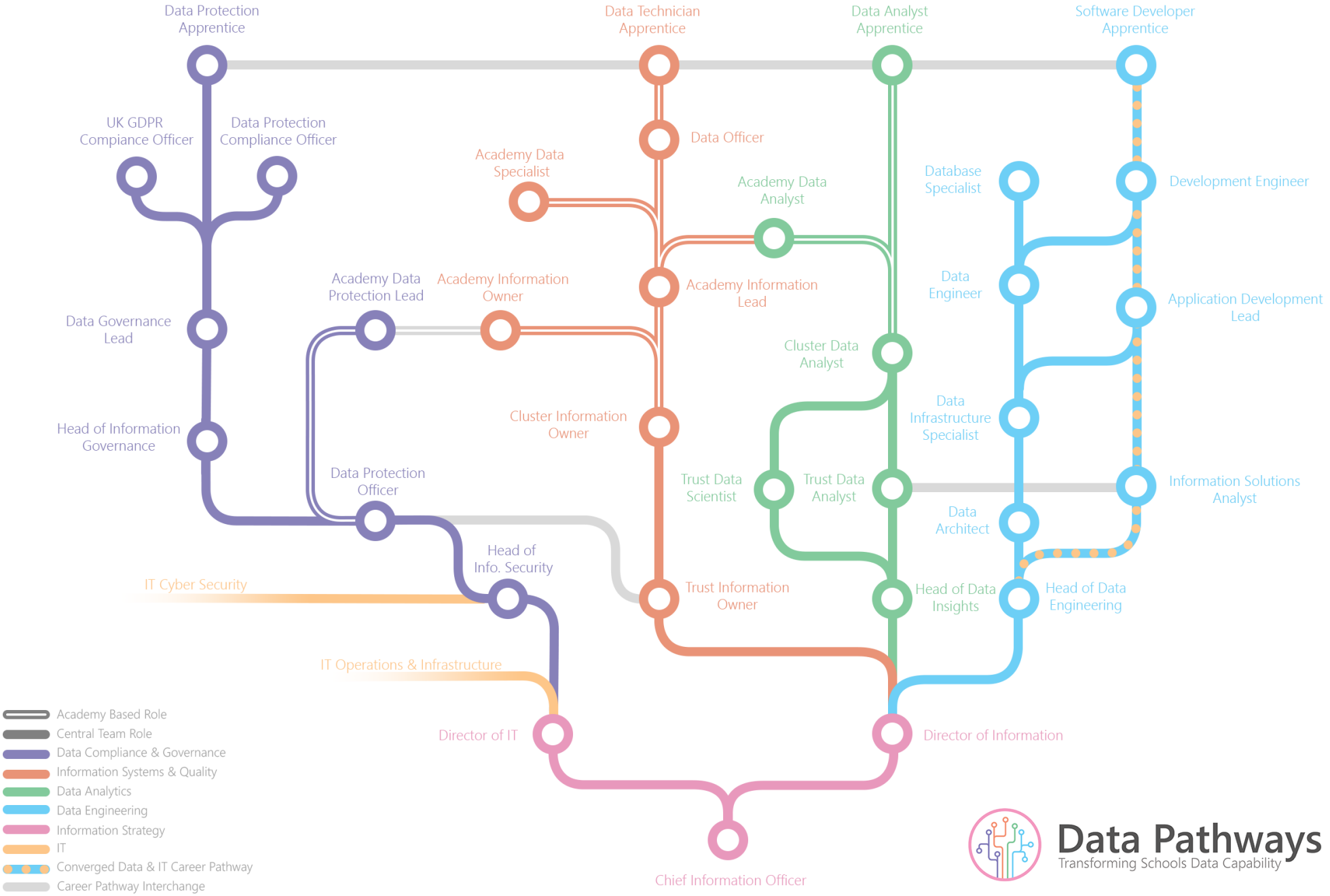
School Data Career Pathways



Data Pathways
Transforming Schools Data Capability

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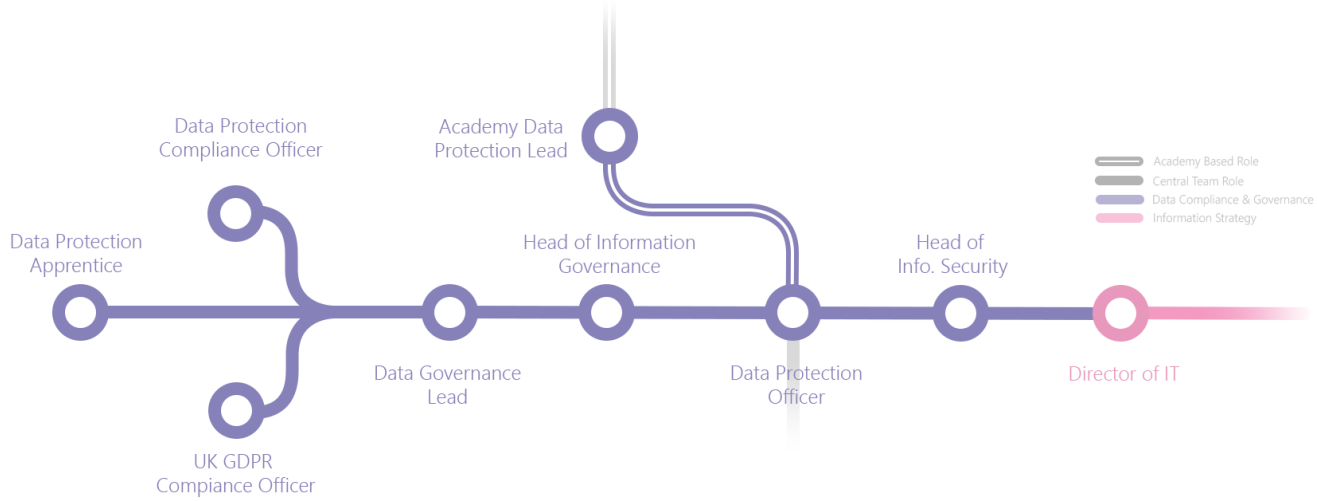
Data Compliance & Governance Career Pathway



The Data Compliance and Governance Career Pathway offers a structured trajectory for professionals seeking to specialise in safeguarding sensitive information and ensuring regulatory adherence in the ever-evolving landscape of data management. Beginning as a Data Protection Apprentice, individuals embark on a journey of learning and practical application, gaining foundational knowledge in data protection principles and regulations. This initial role serves as an entry point, providing hands-on experience in supporting compliance efforts within organisations, laying the groundwork for advancement.

As practitioners progress along the pathway, they assume roles of increasing responsibility and expertise. The transition from a UK GDPR Compliance Officer to a Data Protection Compliance Officer signifies a deepening understanding of regulatory frameworks and a heightened focus on implementing robust compliance strategies tailored to specific organisational needs. Subsequent positions, such as Data Governance Lead and Head of Information Governance, emphasise the importance of not only compliance but also effective data management practices, underscoring the symbiotic relationship between governance and compliance in mitigating risks and maximising the value of data assets.

At the apex of the pathway, professionals attain leadership roles as Academy Data Protection Leads, Data Protection Officers, and Heads of Information Security. These positions are pivotal in shaping organisational policies, driving culture change, and championing best practices in data compliance and governance. As stewards of data integrity and custodians of privacy rights, individuals in these roles play a crucial part in navigating the complexities of data protection laws, mitigating risks of data breaches, and fostering a culture of trust both internally and externally. The Data Compliance and Governance Career Pathway thus offers a progressive route for individuals passionate about safeguarding data and ensuring its ethical and lawful use in an increasingly data-driven world.

Data Protection Apprentice

Data Compliance and Governance

Working Life

The Data Protection Apprentice will undergo structured training and gain practical experience in various aspects of data protection, and governance within the multi-academy trust. This role will involve working closely with experienced data professionals to learn essential skills and contribute to data-related initiatives.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Learning Impact:** Your role will contribute to your understanding of how data protection legislation informs educational practices and policies, laying the foundation for future responsibilities.
- **Supporting Ownership:** You'll assist in tasks related to data breaches, freedom of information and environmental information requests, personal data sharing and data subject rights under the guidance of senior staff, gradually taking on more ownership as you gain experience.
- **Observing Autonomy, Judgement, Decision-making:** While initially observing, you'll have opportunities to provide input and assist in basic decision-making processes as you become familiar with data protection requirements.
- **Building Relationships:** You'll interact with various stakeholders to understand their data protection needs, providing support in information governance.
- **Learning Leadership:** You'll learn from experienced colleagues, observing their leadership in promoting good information governance practices and fostering a culture of data security.
- **Potential Job Titles:** Trainee Data Protection Officer, Trainee Information Governance Officer, Data Protection Officer Apprentice
- **Pay Bands:** Pay for trainee roles can vary widely, but it's typically an entry-level position within the administrative or support staff salary range. With some organisations paying this role £18k (based on 2024 rates) annually, starting from £18k to £22k depending on experience and location.

Reporting To

Head of Information Governance or Data Protection Officer

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge** Basic understanding of data protection principles, records management, and familiarity with common data tools such as spreadsheets and databases.
- **Related Knowledge** Awareness of data privacy regulations, and educational terminology.
- **Wider Knowledge** Understanding of the role of data protection in education, broader educational policies and practices, and the importance of good information management.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Eagerness to learn, attention to detail, strong communication skills, adaptability, and a willingness to collaborate with colleagues.
- **Specialist Skills** Basic computer literacy, proficiency in Microsoft Office suite (e.g., Excel, Word), organisational skills, and a willingness to learn new software tools.
- **Experience:** No prior experience is required, but any exposure to data protection, administrative roles, or educational environments would be beneficial.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Risk Management, Education Administration, Internal Audit, Cyber Security
- **Moving On: With** experience and further training, you might progress to roles such as UK GDPR/Data Protection Compliance Auditor, Data Protection Lead, Senior Information/Data Governance Officer, or pursue opportunities in related fields such as educational technology or risk management.
- **With Experience:** You Might Progress Within the Specialism to Become: Information Governance Manager, Data Protection Officer, or take on other leadership roles within educational organisations focused on data protection and cyber security.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- 5 GCSEs and/or A levels or other relevant qualifications or experience
- Some basic understanding of data protection concepts and principles preferred.
- Strong analytical, problem-solving, and communication skills.
- Eagerness to learn and develop skills in the field of data protection.

Roles That Could Be Included in the Job Description

Data Entry and Validation

Use IT systems to manage, share and store information in accordance with data protection requirements and organisational policies.

Data Management

Working at times under time pressure, prioritising their workloads in order to raise and resolve areas of concern such as individual rights, breach management, FOI requests and information sharing.

Gain hands-on experience in ensuring data integrity, security, and availability.

Data Reporting and Analysis

Gather, analyse, use, and share data to inform risk assessment and make judgements on actions to take.

Undertake investigations and interviews to assess a data breach.

Information Governance and Compliance

Provide day to day support, specialist advice, guidance and training across the organisation and external stakeholders for all matters regarding information governance and data protection.

Assist in implementing information governance measures to govern data access, usage, and sharing.

Documentation and Training

Undertake data collection, data analysis, data presentation and date storage such as data incidents.

Participate in training sessions to develop skills and knowledge in data protection best practices and protocols.

Stakeholder Engagement

Communicate complex subjects in simple terms through different media (such as face to face meetings, emails, reports, and presentations) to enable key stakeholders to understand what is required.

Gain experience in providing guidance and support to stakeholders on data protection-related matters.

Data Privacy and Security

Learn about data privacy and security measures to protect sensitive data from unauthorised access, disclosure, or misuse.

Understand the importance of data protection regulations and compliance requirements such as UK GDPR.

Continuous Learning

Actively participate in structured training programs and on-the-job learning opportunities to develop skills and knowledge in information governance.

Stay updated on emerging technologies and best practices in data protection fields.

Professional Development

Take advantage of mentorship and guidance from experienced information governance professionals to enhance learning and career development.

Seek feedback and opportunities for growth to progress in the role and advance in the field of data protection and information governance as a whole.

UK GDPR Compliance Officer

Data Compliance and Governance

Working Life

The UK GDPR Compliance Officer will be responsible for developing and carrying out audits to ensure compliance with data protection requirements. This role will involve working closely with stakeholders to the current data protection landscape across the organisation.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the organisation's ability to meet its data protection requirements, identify areas for improvement, and measure progress towards educational and legislative goals.
- **Ownership:** You take ownership of the compliance programme, ensuring schools in turn take ownership for improvement plans.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in designing the compliance programme, conducting reviews, and making recommendations based on insights derived from evidence.
- **Relationships**: You collaborate closely with school administrators, SLT, IT personnel, and external stakeholders to understand the data protection landscape, communicate findings, and drive compliance with legislation.
- **Leadership:** You provide leadership in promoting data protection awareness, fostering a culture of data protection by design, and advocating for the confidentiality, integrity, and security of personal data.
- **Potential Job Titles:** Data Governance Officer, Data Governance Auditor, Compliance Officer
- **Pay Bands:** Pay bands for UK GDPR/Data Protection Compliance Auditors in schools can vary depending on factors such as location, experience, and qualifications, but typically fall within the administrative or managerial salary range. With some organisations paying this role £27k (based on 2024 rates) annually.

Reporting To

Head of Information Governance, Data Protection Officer or Head of Information Security

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of data protection principles, audit and risk management/internal audit principals.
- **Related Knowledge:** Familiarity with cyber security, records management, and educational policies and practices.

- **Wider Knowledge:** Knowledge of educational sector and/or local authority sector.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Attention to detail, analytical mindset, communication skills, adaptability, and ability to work collaboratively in a multidisciplinary environment.
- **Specialist Skills:** Proficiency in identification of risks and controls and knowledge of educational data systems (e.g., SIMS, Arbor).
- **Experience:** Previous experience in internal audit and risk management is beneficial, along with a strong understanding of the educational landscape and its data protection challenges.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Risk Management, Internal Audit, Information Management.
- **Moving On:** With experience, you might progress to roles such as Data Governance Lead.
- **With Experience:** Head of Information Governance, Data Protection Officer, or take on leadership roles within other organisations focused on data protection, risk management or internal audit.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- International certificate in enterprise risk management, BCS Practitioner certificate in data protection, practitioner certificate in Freedom of information, UK GDPR practitioner certificate, intermediate certificate in GDPR Practice, FOI intermediate certificate, CIIA, AAT.
- Proven experience in data protection, risk management, internal audit, or a related role.
- Strong understanding of data protection principles, practices, and compliance requirements.
- Proficiency in risk and control identification.
- Excellent communication, collaboration, and problem-solving skills.

Roles That Could Be Included in the Job Description

Information Requests

Responding to FOI/EIR, data subject rights requests on behalf of the school.

Develop and implement information governance policies, procedures, and standards.

Data Security and Compliance

Establish and enforce data security measures to protect sensitive information.

Ensure compliance with data protection regulations, such as UK GDPR.

Data Analysis

Conduct analysis of evidence to extract insights and identify key risks relevant to the trust's objectives.

Generate reports and visualisations to communicate findings effectively.

Information Governance

Ensure adherence to information governance policies and procedures.

Data Training and Support

Provide training to staff members on data protection best practices and tools.

Offer support and guidance on data protection-related queries and issues.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data protection needs and requirements.

Align personal data initiatives with organisational goals and priorities.

Continuous Improvement

Identify opportunities for process improvement and optimisation within data protection practices.

Stay updated on emerging trends and best practices in data protection.

Data Strategy Development

Contribute to the development of the trust's data strategy and roadmap.

Provide support to help implement systems that use personal data to drive innovation and improvement.

Data Protection Compliance Officer

Data Compliance and Governance

Working Life

The Data Protection Compliance Officer will be responsible developing and carrying out audits to ensure compliance with data protection requirements. This role will involve working closely with stakeholders to the current data protection landscape across the organisation.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the organisation's ability to meet its data protection requirements, identify areas for improvement, and measure progress towards educational and legislative goals.
- **Ownership:** You take ownership of the compliance programme, ensuring schools in turn take ownership for improvement plans.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in designing the compliance programme, conducting reviews, and making recommendations based on insights derived from evidence.
- **Relationships:** You collaborate closely with school administrators, SLT, IT personnel, and external stakeholders to understand the data protection landscape, communicate findings, and drive compliance with legislation.
- **Leadership:** You provide leadership in promoting data protection awareness, fostering a culture of data protection by design, and advocating for the confidentiality, integrity, and security of personal data.
- **Potential Job Titles:** Data Governance Officer, Data Governance Auditor, Compliance Officer
- **Pay Bands:** Pay bands for Data Protection Compliance Officer in schools can vary depending on factors such as location, experience, and qualifications, but typically fall within the administrative or managerial salary range. With some organisations paying this role £27k (based on 2024 rates) annually.

Reporting To

Head of Information Governance, Data Protection Officer or Head Information Security

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of data protection principles, audit, and risk management/internal audit principals
- **Related Knowledge:** Familiarity with cyber security, records management, and educational policies and practices.
- **Wider Knowledge:** Knowledge of educational sector and/or local authority sector

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Attention to detail, analytical mindset, communication skills, adaptability, and ability to work collaboratively in a multidisciplinary environment.
- **Specialist Skills:** Proficiency in identification of risks and controls and knowledge of educational data systems (e.g., SIMs, Arbor).
- **Experience:** Previous experience in internal audit and risk management is beneficial, along with a strong understanding of the educational landscape and its data protection challenges.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Risk Management, Internal Audit, Information Management
- **Moving On:** With experience, you might progress to roles such as Data Governance Lead
- **With Experience:** Head of Information Governance, Data Protection Officer, or take on leadership roles within other organisations focused on data protection, risk management or internal audit.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- International certificate in enterprise risk management, BCS Practitioner certificate in data protection, practitioner certificate in Freedom of information, UK GDPR practitioner certificate, intermediate certificate in GDPR Practice, FOI intermediate certificate, CIIA, AAT
- Proven experience in data protection, risk management, internal audit, or a related role.
- Strong understanding of data protection principles, practices, and compliance requirements.
- Proficiency in risk and control identification.
- Excellent communication, collaboration, and problem-solving skills.

Roles That Could Be Included in the Job Description

Information Requests

Responding to FOI/EIR, data subject rights requests on behalf of the school.

Develop and implement information governance policies, procedures, and standards.

Data Security and Compliance

Establish and enforce data security measures to protect sensitive information.

Ensure compliance with data protection regulations, such as UK GDPR.

Data Analysis

Conduct analysis of evidence to extract insights and identify key risks relevant to the trust's objectives.

Generate reports and visualisations to communicate findings effectively.

Information Governance

Ensure adherence to information governance policies and procedures.

Data Training and Support

Provide training to staff members on data protection best practices and tools.

Offer support and guidance on data protection-related queries and issues.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data protection needs and requirements.

Align personal data initiatives with organisational goals and priorities.

Continuous Improvement

Identify opportunities for process improvement and optimisation within data protection practices.

Stay updated on emerging trends and best practices in data protection.

Data Strategy Development

Contribute to the development of the trust's data strategy and roadmap.

Provide support to help implement systems that use personal data to drive innovation and improvement.

Data Governance Lead

Data Compliance and Governance

Working Life

The Data Governance Lead will be responsible for acting as the main point of contact for all FOI/EIR and data subject rights requests, data breaches and DPIAs on behalf of the trust. This role will involve working closely with stakeholders to gather information, ensuring data quality and integrity, application of relevant exemptions and providing insights to drive continuous improvement.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to understand risk, make informed decisions, comply with legislation, and implement targeted interventions to support student success.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in responding to information requests, conducting risk assessments (DPIAs), investigating data breaches, and making recommendations.
- **Relationships:** You collaborate closely with school leadership, teachers, and other stakeholders to identify relevant information and data protection risks, provide support, and communicate findings effectively.
- **Leadership:** You provide leadership in promoting a culture of data protection by design, fostering data protection awareness among staff, and driving strategic initiatives to protect data subject rights whilst improving teaching and learning through technology.
- **Potential Job Titles:** Data Protection Lead, Data Governance Officer, Data Protection Coordinator
- **Pay Bands:** Pay for Data Governance Leads can vary based on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to higher salary ranges within the administrative or technical staff spectrum. With some organisations paying this role £30k (based on 2024 rates) annually.

Reporting To

Head of Information Governance, Data Protection Officer, or Head of Information Security

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Good understanding and practical application of data protection legislation, relevant exemptions, risk assessment, data breach management.
- **Related Knowledge:** Knowledge of educational policies and practices, familiarity with student information systems, learning management systems, and assessment tools.

- **Wider Knowledge:** Awareness of emerging trends in educational technology, pedagogical approaches, and broader societal factors influencing education.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, attention to detail, strong communication and presentation skills, adaptability, and the ability to work collaboratively in a multidisciplinary environment.
- **Specialist Skills:** Strong knowledge of data protection legislation and relevant exemptions and experience of risks associated with educational data systems.
- **Experience:** Previous experience in data protection, preferably within an educational or related context, along with a track record of delivering training and contributing to other compliance related projects.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Risk Management, Cyber Security, Information and Records Management
- **Moving On:** With experience and further specialisation, you might progress to roles such as Head of Information Governance, Head of Risk Management, Head of Cyber Security, or pursue leadership positions within educational institutions or local authority establishments.
- **With Experience:** Data Protection Officer or take on leadership roles within other organisations focused on data protection, risk management, cyber security, or internal audit.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- BCS Practitioner certificate in data protection, practitioner certificate in Freedom of information, UK GDPR practitioner certificate, intermediate certificate in GDPR Practice, FOI intermediate certificate
- Proven experience in data protection or a related role.
- Strong understanding of data protection principles, practices, and compliance requirements.
- Proficiency in risk and control identification.
- Excellent communication, collaboration, and problem-solving skills.

Roles that could be included in the job description

Information Requests

Practical working knowledge of FOI/EIR, data subject rights requests and other related legislation.

Assist with developing and implementing information governance policies, procedures, and standards.

Data Security and Compliance

Establish and enforce data security measures to protect sensitive information.

Ensure compliance with data protection regulations, such as UK GDPR.

Data Analysis

Conduct analysis of evidence to extract insights and identify key risks relevant to the trust's objectives.

Generate statistics and reports to communicate findings effectively.

Information Governance

Help define information governance framework, including roles, responsibilities, and decision-making processes.

Ensure adherence to information governance policies and procedures.

Data Training and Support

Develop and provide training to staff members on data protection best practices and tools.

Offer support and guidance on data protection-related queries and issues.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data protection needs and requirements.

Align personal data initiatives with organisational goals and priorities.

Continuous Improvement

Identify opportunities for process improvement and optimisation within data protection practices.

Stay updated on emerging trends and best practices in data protection.

Data Strategy Development

Contribute to the development of the trust's data strategy and roadmap.

Provide support to help implement systems that use personal data to drive innovation and improvement.

Head of Information Governance

Data Compliance and Governance

Working Life

The Head of Information Governance will be responsible for managing and maintaining an effective data protection framework, leading on the implementation of the framework across operational and change activities of the organisation. This role will involve ensuring the confidentiality, security, and integrity of personal data, as well as providing insightful data analysis to inform strategic decision-making.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to comply with legislation, avoid enforcement action from the ICO, and improve access to information for stakeholders.
- **Ownership:** You take ownership of data protection and information management projects, from requirements gathering and analysis to implementation, testing, and maintenance.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in decision making, defining workflows, and prioritising tasks based on organisational needs.
- **Relationships:** You collaborate closely with educators, administrators, IT personnel, and regulators to identify requirements, investigate concerns, and ensure alignment with legislation.
- **Leadership:** You provide leadership in promoting best practices in data protection and information management, fostering a culture of awareness, compliance, and continuous improvement, and advocating for the security, integrity, and availability of personal data across the school community.
- **Potential Job Titles:** Deputy Data Protection Officer, Head of Data Protection
- **Pay Bands:** Pay for Head of Information Governance can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to higher salary ranges within the technical staff spectrum. With some organisations paying this role £34k (based on 2024 rates) annually.

Reporting To

Data Protection Officer, Head of Information Security or Director of IT.

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Current and emerging UK and European legislation, emerging software development, and project management.
- **Related Knowledge:** Familiarity with educational technology trends, records management, student information systems, and risk assessment.

- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and broader societal trends influencing the use of technology in schools.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, problem-solving skills, attention to detail, strong communication and collaboration skills, and the ability to manage multiple projects simultaneously.
- **Specialist Skills** Strong knowledge of data protection legislation and relevant exemptions and experience with educational data systems, data sharing agreements and data breach investigation.
- **Experience:** Previous experience in data protection, preferably within an educational or related context and dealing with complex requests, along with a track record of developing and delivering training and other compliance related projects.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Risk Management, Cyber Security, Information and Records Management
- **Moving On:** With experience and further specialisation, you might progress to roles such as Data Protection Officer, Head of Cyber Security, or pursue leadership positions within educational institutions, local authority establishments or data privacy-focused organisations.
- **With Experience:** Head of Information Security or take on leadership roles within organisations focused on data privacy or cyber security and strategic planning.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- BCS Practitioner certificate in data protection, practitioner certificate in Freedom of information, UK GDPR practitioner certificate, intermediate certificate in GDPR Practice, FOI intermediate certificate, CISMP, PCIRM, CISSP
- Proven experience in complex data protection scenarios.
- Strong understanding of data protection principles, practices, and compliance requirements.
- Proficiency in risk and control identification.
- Excellent communication, collaboration, and problem-solving skills.

Roles That Could Be Included in the Job Description

Information Requests

Excellent knowledge of FOI/EIR, data subject rights requests and other related legislation.

Carry out internal reviews.

Liaise with regulatory bodies.

Develop and implement information governance policies, procedures, and standards.

Data Security and Compliance

Provide advice on data security measures to protect sensitive information.

Ensure compliance with data protection regulations, such as UK GDPR through development of a compliance programme.

Ensure data protection compliance in procurement initiatives by inputting into specifications, assessing bids, developing data protection schedules in contracts, and implementing outputs of data protection impact assessments in contracts.

Data Analysis

Conduct analysis of evidence to extract insights and identify key risks relevant to the trust's objectives.

Collaborate with stakeholders to understand their data needs and develop suitable KPIS and reports.

Information Governance

Define information governance framework, including roles, responsibilities, and decision-making processes.

Ensure adherence to information governance policies and procedures.

Data Training and Support

Develop and provide training to staff members on data protection best practices and tools.

Support with inductions and onboarding.

Offer support and guidance on data protection-related queries and issues.

Develop training materials and documentation as needed.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data protection needs and requirements.

Align personal data initiatives with organisational goals and priorities.

Continuous Improvement

Identify opportunities for process improvement and optimisation within data protection practices.

Stay updated on emerging trends and best practices in data protection.

Data Strategy Development

Contribute to the development of the trust's data strategy and roadmap.

Provide support to help implement systems that use personal data to drive innovation and improvement.

Academy Data Protection Lead

Data Compliance and Governance

Working Life

The academy data protection lead will be the champion for data protection on an academy level. You will co-ordinate all information requests, DPIAs and data breaches, and ensure mandatory training is carried out by all staff.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Learning Impact:** Your role contributes to the trust's overall level of compliance.
- **Supporting Ownership:** You'll assist in co-ordinating tasks related to data protection under the guidance of senior information governance staff.
- **Observing Autonomy, Judgement, Decision-making:** You'll have opportunities to provide input and assist in basic decision-making processes related to data protection matters. You will be able to effect change on an academy level.
- **Building Relationships:** You'll interact with various stakeholders to understand data protection needs, collaborate on projects, and communicate findings effectively.
- **Potential Job Titles:** Academy Data Protection Lead.
- **Pay Bands:** Pay for data protection leads can vary widely, but typically falls within higher salary ranges within the academy senior leadership spectrum. With some organisations paying this role an SLT allowance.

Reporting To

Academy Principal

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Reasonable understanding of data protection principles and different types of information request
- **Related Knowledge:** Awareness of records management and data security best practices.
- **Wider Knowledge:** Understanding of sharing personal data with data processors and controllers and how these fit into an educational environment.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Curiosity, attention to detail, analytical mindset, strong communication skills, adaptability, and a willingness to learn and collaborate.
- **Specialist Skills:** Basic proficiency in information governance topics
- **Experience:** No prior experience is required, but any exposure to data protection or risk management would be beneficial.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Officer, Data Analyst
- **Moving On:** With experience and further training, you might progress to roles such as UK GDPR/Data Protection Compliance Auditor
- **With Experience:** With further training and experience Data Governance Lead, Head of Information Governance or take on leadership roles within data protection development teams or projects.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- No qualifications are necessary but experience in data protection or risk management would be advantageous.
- Basic understanding of data protection, records management, and cyber security
- Strong analytical, problem-solving, and communication skills.
- Ability to work collaboratively in a team environment and ability to effect change within the academy.

Roles that could be included in the job description

Training and Development

Ensure staff complete mandatory training and lead basic training for staff on aspects of information governance.

Data Breaches

Gather information in relation to investigation of data breaches, notify head office and liaise with data subjects.

Information requests

Recognise and gather information to answers different types of information requests with support from senior information governance staff.

Data Protection Impact Assessments

Gather information and liaise with project leads and senior information governance officers on completion of DPIAs.

Stakeholder Engagement

Collaborate with cross-functional teams, including IT, business analysts, educators, and administrators, to understand their information governance needs and requirements, and provide support in delivering solutions that meet their objectives.

Continuous Learning

Stay abreast of emerging trends, technologies, and best practices in information governance and actively participate in training and professional development activities to enhance skills and knowledge.

Data Protection Officer

Data Compliance and Governance

Working Life

The Data Protection Officer will play a pivotal role in leading the strategic direction and management of data privacy, records management, and insights within the multi-academy trust. This role will involve collaborating with various stakeholders to demonstrate compliance and enhance focus on accountability across the trust. This role can in some circumstances sit at individual academy level.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to meet data subject rights, comply with other related legislation and ultimately contributing to improved student outcomes and operational efficiency.
- **Ownership:** You take ownership of the design and implementation of the organisation's data protection architecture, ensuring that it aligns with business needs and quality standards.
- **Autonomy, Judgement:** You exercise autonomy and judgment in making strategic decisions related to managing data subject rights and demonstrating accountability, while collaborating with stakeholders to align with overall trust objectives.
- **Relationships:** You collaborate closely with school leaders and IT personnel from various schools within the trust as well as executive members and other senior head office staff to understand requirements, provide technical guidance, and support data privacy-driven initiatives.
- **Leadership:** You continuously learn and explore new technologies, tools, and best practices in data protection, sharing knowledge with colleagues and contributing to the growth and development of the information governance team.
- **Potential Job Titles:** Data Protection Officer.
- **Pay Bands:** Pay for Data Protection Officer in multi academy trusts can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within upper salary ranges within the technical staff spectrum. With some organisations paying this role £38k (based on 2024 rates) annually.

Reporting To

Academy Principal / Chief Information Officer (CIO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Current and emerging UK and European legislation, emerging software development, and project management.
- **Related Knowledge:** Familiarity with educational technology trends, records management, student information systems, and risk assessment.
- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and broader societal trends influencing the use of technology in schools.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong leadership, strategic thinking, analytical and problem-solving skills, effective communication skills, adaptability, and a collaborative mindset to work effectively within cross-functional teams.
- **Specialist Skills:** To inform and advise the controller (the trust), its employees, and any associated processors about their obligations to comply with the UK GDPR and other relevant data protection laws in a proactive and pragmatic way, to monitor compliance with data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits; and to be the first point of contact for the Information Commissioner and for individuals whose data is processed (employees, pupils etc)
- **Experience:** Extensive experience in data protection, with a proven track record of successful implementation of complex data protection compliance solutions in large organisations.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Law, Risk Management, Internal Audit, Chief Information Security Officer (CISO), Chief Information Officer (CIO)
- **Moving On:** With experience and further specialisation, you might progress to roles such as Head of Cyber Security, or pursue leadership positions within educational institutions, local authority establishments or data privacy-focused organisations.
- **With Experience:** Head of Information Security or take on leadership roles within organisations focused on data privacy or cyber security and strategic planning.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in data Protection Law, or a related field. Advanced degree preferred or significant relevant experience.
- BCS Practitioner certificate in data protection, practitioner certificate in Freedom of information, UK GDPR practitioner certificate, intermediate certificate in GDPR Practice, FOI intermediate certificate, CISMP, PCIRM, CISSP
- Proven experience in complex data protection scenarios.
- Strong understanding of data protection principles, practices, and compliance requirements.
- Proficiency in risk and control identification.
- Excellent communication, collaboration, and problem-solving skills.

Key roles and Responsibilities

- Monitoring the trust's data protection compliance.
- Informing and advising on data protection implications.
- Providing advice on DPIAs and monitoring their performance.
- Acting as a point of contact for data subjects and the relevant supervisory authority (ICO)

Roles that could be included in the job description

Information Requests:

Expert knowledge of FOI/EIR, data subject rights requests and other related legislation.

Carry out internal reviews.

Liaise with regulatory bodies.

Develop and implement information governance policies, procedures, and standards.

Data Security and Compliance

Provide expert advice on data security measures to protect sensitive information.

Ensure compliance with data protection regulations, such as UK GDPR through development of a compliance programme.

Ensure data protection compliance in procurement initiatives by inputting into specifications, assessing bids, developing data protection schedules in contracts, and implementing outputs of data protection impact assessments in contracts.

Data Analysis

Conduct analysis of evidence to extract insights and identify key risks relevant to the trust's objectives.

Collaborate with stakeholders to understand their data needs and develop suitable KPIS and reports.

Information Governance

Define information governance framework, including roles, responsibilities, and decision-making processes.

Ensure adherence to information governance policies and procedures.

Data Training and Support

Develop and provide training to staff members on data protection best practices and tools.

Support with inductions and onboarding.

Offer support and guidance on data protection-related queries and issues.

Develop training materials and documentation as needed.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data protection needs and requirements.

Align personal data initiatives with organisational goals and priorities.

Continuous Improvement

Identify opportunities for process improvement and optimisation within data protection practices.

Stay updated on emerging trends and best practices in data protection.

Data Strategy Development

Take ownership of the development of the trust's data strategy and roadmap.

Provide support to help implement systems that use personal data to drive innovation and improvement.

Head of Information Security

Data Compliance and Governance

Working Life

As the Head of Information Security in a multi-academy trust, you're entrusted with safeguarding the organisation's digital assets and ensuring the confidentiality, integrity, and availability of sensitive information. Your role involves developing and implementing robust cybersecurity strategies, policies, and procedures to protect against cyber threats and ensure compliance with data protection regulations.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to protect sensitive data, maintain trust with stakeholders, and mitigate cyber risks that could disrupt operations or compromise student and staff privacy.
- **Ownership:** You take ownership of the trust's information security program, including risk assessments, security controls implementation, incident response planning, and security awareness training.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgment in assessing cybersecurity risks, prioritising security initiatives, and making strategic decisions to mitigate threats and vulnerabilities.
- **Relationships:** You collaborate closely with senior leadership, IT personnel, data protection officers, and external cybersecurity experts to align security initiatives with business objectives, communicate security risks, and implement effective security controls.
- **Leadership:** You provide strategic leadership and guidance to the information security team, fostering a culture of cybersecurity awareness, continuous improvement, and adherence to security best practices.
- **Potential Job Titles:** Chief Information Security Officer (CISO), Director of Information Security, Information Security Manager.
- **Pay Bands:** Pay for Heads of Information Security in multi-academy trusts can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within upper salary ranges within the executive staff spectrum. With some organisations paying this role £50k (based on 2024 rates) annually.

Reporting To

Director of IT or Chief Information Officer (CIO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Deep understanding of cybersecurity principles, threat landscape analysis, risk assessment methodologies, security frameworks (e.g., NIST, ISO 27001), and regulatory requirements (e.g., GDPR, DPA).
- **Related Knowledge:** Familiarity with network security, endpoint security, cloud security, encryption techniques, penetration testing, and security incident response procedures.
- **Wider Knowledge:** Awareness of emerging cybersecurity threats, industry trends, and best practices in cybersecurity governance, risk management, and compliance.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong leadership, analytical and problem-solving skills, excellent communication and interpersonal skills, resilience under pressure, and a commitment to maintaining the highest standards of integrity and confidentiality.
- **Specialist Skills:** Expertise in cybersecurity technologies and tools, incident response planning and execution, security architecture design, security awareness training, and regulatory compliance.
- **Experience:** Extensive experience in cybersecurity roles, with a track record of successfully leading cybersecurity programs, managing security incidents, and implementing security controls in complex Organisations.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Cybersecurity Management, Risk Management, Compliance Management.
- **Moving On:** With experience and further training, you might progress to executive-level roles such as Chief Information Officer (CIO), Chief Technology Officer (CTO), or pursue opportunities in specialised areas such as cyber risk consulting or cybersecurity leadership.
- **With Experience:** You Might Progress Within the Specialism to Become: Chief Information Security Officer (CISO) in larger Organisations, cybersecurity consultant, or take on leadership roles within cybersecurity teams or projects.

Qualifications

- Relevant degrees: Degrees in cybersecurity, information security, computer science, or related fields.
- Professional certifications: Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), Certified Ethical Hacker (CEH), or other relevant certifications in cybersecurity and information security management.

Roles that could be included in the job description

Data Governance

Establish and maintain data governance policies, procedures, and standards within the academy to ensure the integrity, security, and quality of information assets.

Define roles and responsibilities for data management and governance, including data stewards and data custodians.

Data Quality Assurance

Implement data quality checks and validation processes to ensure the accuracy, completeness, and consistency of data.

Monitor data quality metrics and performance indicators to identify and address data quality issues.

Data Security and Compliance

Ensure compliance with data protection regulations, privacy laws, and Organisational policies related to data management and security.

Implement data security measures and controls to protect sensitive information from unauthorised access, disclosure, or misuse.

Information Lifecycle Management

Develop and implement policies and procedures for the lifecycle management of information assets, including data acquisition, storage, retention, and disposal.

Ensure adherence to data retention and disposal schedules and practices.

Data Access and Usage

Define data access and usage policies to govern access to information assets and ensure appropriate use of data.

Establish access controls and permissions to restrict access to sensitive or confidential data as needed.

Stakeholder Engagement

Collaborate with stakeholders within the academy, including teachers, administrators, and support staff, to understand their information needs and requirements.

Provide guidance and support to stakeholders on data-related matters, including data entry, retrieval, and analysis.

Data Reporting and Analysis

Support the development and delivery of reports, dashboards, and data visualisations to provide insights and support decision-making within the academy.

Conduct data analysis to identify trends, patterns, and opportunities for improvement.

Training and Education

Provide training and education to staff members on data management best practices, policies, and procedures.

Raise awareness of data governance principles and promote a culture of data stewardship and accountability.

Risk Management

Identify and assess risks related to data management and governance within the academy and develop mitigation strategies to address them.

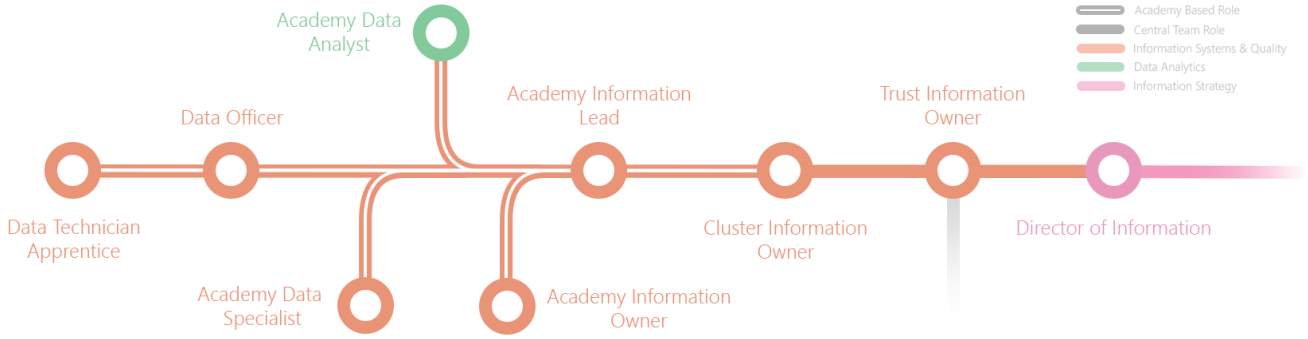
Monitor and report on data-related risks and issues to senior management and stakeholders.

Continuous Improvement

Identify opportunities for process improvement and optimisation in data management and governance practices.

Stay updated on emerging technologies, trends, and best practices in data management and governance.

Information Systems & Quality Career Pathway



The Information Systems and Quality Career Pathway presents a structured journey for professionals dedicated to optimising information systems and ensuring the quality and integrity of data within organisational frameworks. Commencing as an Apprentice Data Technician, individuals embark on a learning trajectory that merges theoretical understanding with practical application, equipping them with foundational skills in data management and technical proficiency. This initial role serves as a springboard, fostering hands-on experience and instilling a commitment to the meticulous handling of data.

As practitioners advance through the pathway, they assume roles of increasing complexity and responsibility. Progressing from a Data Officer to an Academy Data Specialist signifies a deepening expertise in information systems and a heightened focus on enhancing data quality and efficiency. Further advancement to positions such as Academy Information Lead and Academy Information Owner underscores the pivotal role played by individuals in shaping information governance frameworks and driving quality assurance initiatives tailored to organisational objectives.

At the pinnacle of the pathway, professionals attain leadership roles as Cluster Information Owners and Trust Information Owners. These positions epitomise a mastery of information systems and quality management principles, wherein individuals oversee the strategic direction of information initiatives and ensure alignment with organisational goals. As custodians of data integrity and champions of quality assurance, individuals in these roles play a vital part in fostering a culture of excellence, innovation, and continuous improvement within the realm of information systems and quality management. The Information Systems and Quality Career Pathway thus offers a progressive route for individuals passionate about harnessing the power of information to drive organisational success and deliver value to stakeholders.

Apprentice Data Technician

Information Systems & Quality

Working Life

The Data Technician Apprentice will undergo structured training and gain practical experience in various aspects of data management, analysis, and governance within the multi-academy trust. This role will involve working closely with experienced data professionals to learn essential skills and contribute to data-related initiatives.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Learning Impact:** Your role will contribute to your understanding of how data informs educational practices and policies, laying the foundation for future responsibilities.
- **Supporting Ownership:** You'll assist in tasks related to data entry, validation, and documentation under the guidance of senior staff, gradually taking on more ownership as you gain experience.
- **Observing Autonomy, Judgement, Decision-making:** While initially observing, you'll have opportunities to provide input and assist in basic decision-making processes as you become familiar with data management procedures.
- **Building Relationships:** You'll interact with various stakeholders to understand their data needs, providing support in data retrieval and basic analysis.
- **Learning Leadership:** You'll learn from experienced colleagues, observing their leadership in promoting data-driven practices and fostering a culture of data literacy.
- **Potential Job Titles:** Trainee Data Officer, Data Management Assistant
- **Pay Bands:** Pay for trainee roles can vary widely, but it's typically an entry-level position within the administrative or support staff salary range. With some organisations paying this role £18k (based on 2024 rates) annually, starting from £18k to £22k depending on experience and location.

Reporting To

Academy Information Lead or Academy Principal

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Basic understanding of data management principles, data entry procedures, and familiarity with common data tools such as spreadsheets and databases.
- **Related Knowledge:** Awareness of data privacy regulations, educational terminology, and basic statistical concepts.

- **Wider Knowledge:** Understanding of the role of data in education, broader educational policies and practices, and the importance of data-driven decision-making.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Eagerness to learn, attention to detail, strong communication skills, adaptability, and a willingness to collaborate with colleagues.
- **Specialist Skills:** Basic computer literacy, proficiency in Microsoft Office suite (e.g., Excel, Word), Organisational skills, and a willingness to learn new software tools.
- **Experience:** No prior experience is required, but any exposure to data entry, administrative roles, or educational environments would be beneficial.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Analysis, Education Administration, Information Management
- **Moving On:** With experience and further training, you might progress to roles such as Data Officer, Education Data Analyst, or pursue opportunities in related fields such as educational technology or administration.
- **With Experience:** You Might Progress Within the Specialism to Become: Data Manager, Data Analyst, or take on leadership roles within educational Organisations focused on data management and analysis.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- A-levels or equivalent qualifications in relevant subjects such as Mathematics, Computer Science, or Information Technology.
- Some basic understanding of data management concepts and principles preferred.
- Strong analytical, problem-solving, and communication skills.
- Eagerness to learn and develop skills in the field of data management and analytics.

Roles That Could Be Included in the Job Description

Data Entry and Validation

Assist in data entry tasks, ensuring the accuracy and completeness of data entered systems and databases.

Learn data validation techniques and quality assurance measures to identify and resolve data discrepancies.

Data Management

Learn to manage and maintain data repositories, databases, and data warehouses under the guidance of senior data professionals.

Gain hands-on experience in ensuring data integrity, security, and availability.

Data Reporting and Analysis

Support the generation of reports, dashboards, and data visualisations to communicate data findings and insights.

Learn basic data analysis techniques to identify trends, patterns, and opportunities for improvement.

Data Governance and Compliance

Gain understanding of data governance frameworks and procedures to ensure compliance with regulatory requirements and Organisational policies.

Assist in implementing data governance measures to govern data access, usage, and sharing.

Documentation and Training

Learn to document data management processes, procedures, and standards to ensure consistency and transparency.

Participate in training sessions to develop skills and knowledge in data management best practices and protocols.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data needs and requirements.

Gain experience in providing guidance and support to stakeholders on data-related matters.

Data Privacy and Security

Learn about data privacy and security measures to protect sensitive data from unauthorised access, disclosure, or misuse.

Understand the importance of data protection regulations and compliance requirements such as GDPR.

Technical Support

Provide basic technical support and assistance to end-users on data tools, systems, and platforms.

Learn to troubleshoot data-related issues and escalate for resolution when necessary.

Continuous Learning

Actively participate in structured training programs and on-the-job learning opportunities to develop skills and knowledge in data management and analysis.

Stay updated on emerging technologies and best practices in data-related fields.

Professional Development

Take advantage of mentorship and guidance from experienced data professionals to enhance learning and career development.

Seek feedback and opportunities for growth to progress in the role and advance in the field of data management and analytics.

Data Officer

Information Systems & Quality

Working Life

The Data Officer will be responsible for managing and maintaining data assets, ensuring data quality and integrity, and supporting data-related initiatives within the multi-academy trust. This role will involve working closely with stakeholders to understand data requirements, implement data governance policies, and facilitate data-driven decision-making.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the school's ability to make data-driven decisions, identify areas for improvement, and measure progress towards educational goals.
- **Ownership:** You take ownership of the school's data assets, ensuring their integrity, security, and accessibility for stakeholders.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in designing data management systems, conducting analyses, and making recommendations based on insights derived from data.
- **Relationships:** You collaborate closely with school administrators, teachers, IT personnel, and external stakeholders to understand data needs, communicate findings, and drive data-driven initiatives.
- **Leadership:** You provide leadership in promoting data literacy, fostering a culture of evidence-based decision-making, and advocating for the strategic use of data across the school community.
- **Potential Job Titles:** Data Manager, School Data Coordinator, Data Governance Specialist, Education Data Analyst.
- **Pay Bands:** Pay bands for Data Officers in schools can vary depending on factors such as location, experience, and qualifications, but typically fall within the administrative or managerial salary range. With some organisations paying this role £27k (based on 2024 rates) annually.

Reporting To

Academy Principal

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of data management principles, data governance, data privacy regulations (e.g., GDPR), and educational data systems.

- **Related Knowledge:** Familiarity with statistical analysis, data visualisation tools, database management, and educational policies and practices.
- **Wider Knowledge:** Knowledge of educational technology trends, pedagogical approaches, and broader societal issues impacting education, such as equity and inclusion.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Attention to detail, analytical mindset, communication skills, adaptability, and ability to work collaboratively in a multidisciplinary environment.
- **Specialist Skills:** Proficiency in data analysis software (e.g., Excel, SQL, Tableau), database management systems, data modelling, and experience with educational data systems (e.g., SIMs, Arbor).
- **Experience:** Previous experience in data management, analysis, or educational administration is beneficial, along with a strong understanding of the educational landscape and its data needs.
- **Moving On:** What Other Roles Might You Progress to from This Specialism?
- **Linked Specialisms:** Data Analytics, Education Administration, Information Management

Moving On

What Other Roles Might You Progress to from This Specialism?

- **With Experience:** Data Director, Chief Information Officer (CIO), or take on leadership roles within educational Organisations focused on data-driven decision-making.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in data science, Information Systems, Computer Science, or a related field.
- Proven experience in data management, analysis, or a related role.
- Strong understanding of data management principles, practices, and technologies.
- Knowledge of data protection regulations and compliance requirements.
- Proficiency in data analysis tools and techniques.
- Excellent communication, collaboration, and problem-solving skills.

Roles That Could Be Included in the Job Description

Data Management

Oversee the collection, storage, and Organisation of data from various sources within the trust.

Develop and implement data management policies, procedures, and standards.

Data Quality Assurance

Implement processes for data quality assessment, cleansing, and improvement.

Ensure data accuracy, completeness, and consistency across databases and systems.

Data Security and Compliance

Establish and enforce data security measures to protect sensitive information.

Ensure compliance with data protection regulations, such as GDPR.

Data Analysis

Conduct data analysis to extract insights and identify trends relevant to the trust's objectives.

Generate reports and visualisations to communicate data findings effectively.

Data Governance

Define data governance framework, including roles, responsibilities, and decision-making processes.

Ensure adherence to data governance policies and procedures.

Data Integration

Integrate data from various sources to create unified datasets for analysis and reporting.

Develop and maintain data integration processes and workflows.

Data Training and Support

Provide training to staff members on data management best practices and tools.

Offer support and guidance on data-related queries and issues.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data needs and requirements.

Align data initiatives with Organisational goals and priorities.

Continuous Improvement

Identify opportunities for process improvement and optimisation within data management practices.

Stay updated on emerging trends and best practices in data management.

Data Strategy Development

Contribute to the development of the trust's data strategy and roadmap.

Identify strategic opportunities for leveraging data to drive innovation and improvement.

Academy Data Specialist

Information Systems & Quality

Working Life

The Data Specialist will be responsible for managing and analysing data to support decision-making, operational efficiency, and strategic initiatives within the multi-academy trust. This role will involve working closely with stakeholders to understand data requirements, ensuring data quality and integrity, and providing insights to drive continuous improvement.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the school's ability to make informed decisions, track progress, and implement targeted interventions to support student success.
- **Ownership:** You take full ownership of the school's data assets, ensuring their accuracy, security, and accessibility.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in designing data collection processes, conducting analyses, and making recommendations based on data insights.
- **Relationships:** You collaborate closely with school leadership, teachers, and other stakeholders to identify data needs, provide support, and communicate findings effectively.
- **Leadership:** You provide leadership in promoting a culture of data-driven decision-making, fostering data literacy among staff, and driving strategic initiatives to optimise data usage.
- **Potential Job Titles:** Data Specialist, Education Data Analyst, Data Management Coordinator
- **Pay Bands:** Pay for Data Specialists can vary based on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to higher salary ranges within the administrative or technical staff spectrum.

Reporting To

Academy Principal

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Advanced understanding of data management principles, statistical analysis, data visualisation techniques, and proficiency in relevant software tools.
- **Related Knowledge:** Knowledge of educational policies and practices, familiarity with student information systems, learning management systems, and assessment tools.

- **Wider Knowledge:** Awareness of emerging trends in educational technology, pedagogical approaches, and broader societal factors influencing education.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, attention to detail, strong communication and presentation skills, adaptability, and the ability to work collaboratively in a multidisciplinary environment.
- **Specialist Skills:** Proficiency in data analysis software (e.g., SQL, R, Python), data visualisation tools (e.g., Tableau, Power BI), database management, and experience with educational data systems.
- **Experience:** Previous experience in data analysis, preferably within an educational or related context, along with a track record of driving data-driven initiatives and delivering actionable insights.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Science, Education Administration, Information Management
- **Moving On:** With experience and further specialisation, you might progress to roles such as Data Manager, Data Scientist, Education Researcher, or pursue leadership positions within educational institutions or data-focused Organisations.
- **With Experience:** Head of Data, Trust Data Officer, or take on leadership roles within educational Organisations focused on data management, analysis, and strategic planning.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in data science, Information Systems, Computer Science, or a related field.
- Proven experience in data management, analysis, or a related field.
- Strong analytical and problem-solving skills, with proficiency in data analysis tools and techniques.
- Knowledge of data governance principles and data protection regulations.
- Experience with data visualisation tools and database management systems.
- Excellent communication and collaboration skills.

Roles That Could Be Included in the Job Description

Data Management

Manage the collection, storage, and Organisation of data from various sources within the trust, ensuring data quality and integrity.

Develop and maintain data standards, policies, and procedures to govern data management practices.

Data Analysis

Conduct data analysis to identify trends, patterns, and insights that can inform strategic decision-making and improve Organisational effectiveness.

Generate reports and visualisations to communicate data findings to stakeholders.

Data Security and Compliance

Implement and maintain data security measures to protect sensitive information and ensure compliance with data protection regulations, such as GDPR.

Conduct regular audits and risk assessments to assess data security risks and mitigate potential vulnerabilities.

Data Integration

Integrate data from disparate sources to create unified datasets for analysis and reporting purposes.

Work with IT teams to develop and maintain data integration processes and tools.

Data Governance

Establish and enforce data governance policies and procedures to ensure data quality, consistency, and accessibility.

Collaborate with stakeholders to define data governance requirements and standards.

Data Training and Support

Provide training and support to staff members on data management best practices, tools, and techniques.

Serve as a resource for data-related inquiries and issues within the trust.

Data Strategy Development

Contribute to the development of the trust's data strategy, aligning data initiatives with Organisational goals and objectives.

Identify opportunities for leveraging data to drive innovation and improvement within the trust.

Continuous Improvement

Stay informed about emerging trends and best practices in data management and analysis.

Identify opportunities for process improvement and optimisation within the data management function.

Academy Information Lead

Information Systems & Quality

Working Life

The Information Systems & Analysis Specialist will be responsible for managing and optimising information systems and conducting data analysis within the multi-academy trust. This role will involve ensuring the effectiveness, security, and integrity of information systems, as well as providing insightful data analysis to inform strategic decision-making.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the school's ability to leverage technology effectively, streamline workflows, and improve access to information for stakeholders.
- **Ownership:** You take ownership of information systems projects, from requirements gathering and analysis to implementation, testing, and maintenance.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in selecting appropriate technologies, defining system architectures, and prioritising tasks based on Organisational needs.
- **Relationships:** You collaborate closely with educators, administrators, IT personnel, and external vendors to identify requirements, evaluate solutions, and ensure alignment with educational goals.
- **Leadership:** You provide leadership in promoting best practices in information systems management, fostering a culture of innovation and continuous improvement, and advocating for the strategic use of technology across the school community.
- **Potential Job Titles:** Information Systems Analyst, Education Technology Specialist, Systems Integration Manager
- **Pay Bands:** Pay for Academy Information Lead can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to higher salary ranges within the technical staff spectrum. With some organisations paying this role £35k (based on 2024 rates) annually.

Reporting To

Academy Principal

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of information systems principles, database management, system analysis and design, software development methodologies, and project management.
- **Related Knowledge:** Familiarity with educational technology trends, learning management systems, student information systems, and data privacy regulations (e.g., GDPR).
- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and broader societal trends influencing the use of technology in schools.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, problem-solving skills, attention to detail, strong communication and collaboration skills, and the ability to manage multiple projects simultaneously.
- **Specialist Skills:** Proficiency in database management systems (e.g., SQL Server, MySQL), programming languages (e.g., Python, JavaScript), system analysis and design tools (e.g., UML, BPMN), and project management software (e.g., Jira, Trello).
- **Experience:** Previous experience in systems analysis, software development, or IT project management, preferably within an educational or related context, along with a track record of successful projects and implementations.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Information Technology (IT) Management, Education Administration, Business Analyst
- **Moving On:** With experience and further specialisation, you might progress to roles such as IT Manager, Technology Director, Business Analyst, or pursue leadership positions within educational institutions or technology-focused Organisations.
- **With Experience:** Systems Integration Manager, Chief Information Officer (CIO), or take on leadership roles within educational Organisations focused on technology infrastructure and strategic planning.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in information systems, Computer Science, or a related field. Masters degree is a plus.
- Proven experience in managing information systems and conducting data analysis, preferably in an educational setting.
- Strong analytical and problem-solving skills, with proficiency in data analysis tools and languages (e.g., SQL, Python, R).
- Knowledge of information security best practices and data protection regulations.

- Experience with student information systems, learning management systems, and other educational technologies.
- Excellent communication and collaboration skills.

Roles That Could Be Included in the Job Description

Information Systems Management

Oversee and manage the information systems within the trust, including student information systems, learning management systems, and other educational technologies.

Ensure the availability, security, and optimal functionality of information systems, troubleshooting issues and coordinating with technical support as needed.

Data Analysis and Reporting

Conduct data analysis to extract meaningful insights from various datasets, providing reports and recommendations to support educational and operational decision-making.

Collaborate with stakeholders to understand their data needs and develop customised reports and dashboards.

Information Security and Compliance

Implement and maintain robust information security measures, ensuring compliance with data protection regulations, such as GDPR, and safeguarding sensitive information.

Conduct regular audits to assess the security and integrity of information systems.

Database Management

Manage databases and data repositories, ensuring efficient storage, retrieval, and backup processes.

Implement data quality checks and procedures to maintain the accuracy and reliability of stored information.

User Training and Support

Provide training and support to staff members on the effective use of information systems, ensuring that end-users can maximise the functionality of available tools.

Develop training materials and documentation as needed.

Collaboration with IT Teams

Collaborate with IT teams to implement updates, patches, and system upgrades to maintain optimal performance.

Work closely with technical teams to address any integration needs or technical challenges related to information systems.

Strategic Planning

Contribute to the development of the trust's strategic plans by providing insights derived from data analysis.

Collaborate with leadership to align information systems and analysis with Organisational goals.

Continuous Improvement

Identify opportunities for process improvement, automation, and efficiency gains within information systems and data analysis processes.

Stay informed about emerging technologies and best practices in educational information systems.

Academy Information Owner

Information Systems & Quality

Working Life

As the Academy Information Owner in a multi academy trust, you play a crucial role in managing and safeguarding the data assets of individual academies within the trust. Your responsibilities include ensuring compliance with data protection regulations, overseeing data governance practices, and facilitating data-driven decision-making at the academy level.

Responsibilities

The Academy Information Owner will be responsible for overseeing the management and governance of information assets within their assigned academy or academies within the multi-academy trust. This role will involve ensuring data quality, integrity, and security, as well as promoting data-driven decision-making and compliance with relevant regulations and policies.

- **Learning Impact:** Your role directly influences the effectiveness of data management practices and the ability of academies to leverage data for educational insights and decision-making.
- **Supporting Ownership:** You take ownership of data governance processes within individual academies, including data collection, storage, sharing, and usage policies.
- **Observing Autonomy, Judgement, Decision-making:** You exercise autonomy and judgment in defining data governance strategies, policies, and procedures tailored to the specific needs and regulatory requirements of each academy.
- **Building Relationships:** You establish and maintain effective relationships with academy leaders, administrators, and data stakeholders to understand data requirements, provide guidance on data management best practices, and support data-driven initiatives.
- **Learning Leadership:** You provide leadership and guidance to academy staff on data governance principles, data protection regulations, and best practices for ensuring data quality, integrity, and security.
- **Potential Job Titles:** Academy Data Manager, Data Governance Lead, Data Protection Officer (DPO)
- **Pay Bands:** With some organisations paying this role an SLT allowance.

Reporting To

Academy Principal

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of data protection regulations (e.g., GDPR, DPA), data governance frameworks, data management principles, and data security practices.
- **Related Knowledge:** Familiarity with educational data standards, information management systems, and technologies used for data collection, storage, and analysis.
- **Wider Knowledge:** Awareness of educational policies and practices, emerging trends in data governance and management, and the broader implications of data use in education.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Attention to detail, strong communication skills, ability to build relationships and influence stakeholders, integrity, and discretion when handling sensitive data.
- **Specialist Skills:** Knowledge of data governance tools and methodologies, experience in developing and implementing data policies and procedures, and proficiency in data protection compliance.
- **Experience:** Prior experience in data management, data governance, or related roles, preferably within the education sector, along with a demonstrated understanding of data protection regulations and best practices.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Governance, Data Protection, Compliance Management
- **Moving On:** With experience and further training, you might progress to roles such as Data Protection Officer (DPO), Data Governance Manager, or pursue opportunities in broader compliance management or educational leadership positions.
- **With Experience:** You Might Progress Within the Specialism to Become: Chief Data Officer (CDO), Chief Information Security Officer (CISO), or take on leadership roles within data governance teams or projects.

Qualifications

- Bachelor degree in information management, Data Science, or a related field.
- Proven experience in data management, data governance, or information management roles.
- Strong understanding of data governance principles, practices, and methodologies.
- Excellent communication, problem-solving, and stakeholder management skills.

Roles That Could Be Included in the Job Description

Data Governance

Establish and maintain data governance policies, procedures, and standards within the academy to ensure the integrity, security, and quality of information assets.

Define roles and responsibilities for data management and governance, including data stewards and data custodians.

Data Quality Assurance

Implement data quality checks and validation processes to ensure the accuracy, completeness, and consistency of data.

Monitor data quality metrics and performance indicators to identify and address data quality issues.

Data Security and Compliance

Ensure compliance with data protection regulations, privacy laws, and Organisational policies related to data management and security.

Implement data security measures and controls to protect sensitive information from unauthorised access, disclosure, or misuse.

Information Lifecycle Management

Develop and implement policies and procedures for the lifecycle management of information assets, including data acquisition, storage, retention, and disposal.

Ensure adherence to data retention and disposal schedules and practices.

Data Access and Usage

Define data access and usage policies to govern access to information assets and ensure appropriate use of data.

Establish access controls and permissions to restrict access to sensitive or confidential data as needed.

Stakeholder Engagement

Collaborate with stakeholders within the academy, including teachers, administrators, and support staff, to understand their information needs and requirements.

Provide guidance and support to stakeholders on data-related matters, including data entry, retrieval, and analysis.

Data Reporting and Analysis

Support the development and delivery of reports, dashboards, and data visualisations to provide insights and support decision-making within the academy.

Conduct data analysis to identify trends, patterns, and opportunities for improvement.

Training and Education

Provide training and education to staff members on data management best practices, policies, and procedures.

Raise awareness of data governance principles and promote a culture of data stewardship and accountability.

Risk Management

Identify and assess risks related to data management and governance within the academy and develop mitigation strategies to address them.

Monitor and report on data-related risks and issues to senior management and stakeholders.

Continuous Improvement

Identify opportunities for process improvement and optimisation in data management and governance practices.

Stay updated on emerging technologies, trends, and best practices in data management and governance.

Cluster Information Owner

Information Systems & Quality

Working Life

The Cluster Information Owner will be responsible for managing and optimising information systems and conducting data analysis within the multi-academy trust or cluster of academies. This role will involve ensuring the effectiveness, security, and integrity of information systems, as well as providing insightful data analysis to inform strategic decision-making.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the efficiency, effectiveness, and security of information systems across the trust, enabling better decision-making and operational excellence.
- **Ownership:** You take ownership of information systems projects and initiatives, ensuring they meet the trust's needs and align with its strategic objectives.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in analysing system requirements, selecting technologies, and making recommendations to trust leadership.
- **Relationships:** You collaborate closely with school administrators, IT personnel, and external vendors to assess needs, deploy solutions, and provide ongoing support and training.
- **Leadership:** You provide leadership in promoting best practices in information systems management, fostering collaboration and knowledge-sharing among trust schools, and driving continuous improvement efforts.
- **Potential Job Titles:** Trust Information Systems Analyst, Trust IT Manager, Systems Integration Specialist
- **Pay Bands:** Pay for Cluster Information Owner can vary depending on factors such as experience, qualifications, and the size and scope of the trust, but typically fall within mid to higher salary ranges within the technical staff spectrum. With some organisations paying this role £40k (based on 2024 rates) annually.

Reporting To

Director of Information or Chief Information Officer

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge** Understanding of information systems principles, network infrastructure, cybersecurity, database management, and project management.

- **Related Knowledge** Familiarity with educational technology trends, learning management systems, student information systems, and data privacy regulations (e.g., GDPR).
- **Wider Knowledge** Awareness of educational policies and practices, emerging technologies in education, and best practices in IT governance and risk management.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, problem-solving skills, strong communication and collaboration skills, adaptability, and the ability to manage projects across multiple sites.
- **Specialist Skills:** Proficiency in network administration, cybersecurity practices, database management systems, project management methodologies, and IT service management frameworks.
- **Experience:** Previous experience in IT management, systems analysis, or project management, preferably within an educational or multi-site Organisation, along with a track record of successful implementations and stakeholder engagement.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** IT Management, Education Administration, Systems Integration
- **Moving On:** With experience and further specialisation, you might progress to roles such as IT Director, Chief Information Officer (CIO), or pursue leadership positions within educational trusts or technology-focused Organisations.
- **With Experience:** Trust IT Director, Chief Technology Officer, or take on leadership roles overseeing information systems strategy and governance within educational trusts or multi-site Organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in information systems, Computer Science, or a related field. Masters degree is a plus.
- Proven experience in managing information systems and conducting data analysis, preferably in an educational setting.
- Strong analytical and problem-solving skills, with proficiency in data analysis tools and languages (e.g., SQL, Python, R).
- Knowledge of information security best practices and data protection regulations.
- Experience with student information systems, learning management systems, and other educational technologies.
- Excellent communication and collaboration skills.

Roles That Could Be Included in the Job Description

Information Systems Management

Oversee and manage the information systems within the cluster, including student information systems, learning management systems, and other educational technologies.

Ensure the availability, security, and optimal functionality of information systems, troubleshooting issues and coordinating with technical support as needed.

Data Analysis and Reporting

Conduct data analysis to extract meaningful insights from various datasets, providing reports and recommendations to support educational and operational decision-making.

Collaborate with stakeholders to understand their data needs and develop customised reports and dashboards.

Information Security and Compliance

Implement and maintain robust information security measures, ensuring compliance with data protection regulations, such as GDPR, and safeguarding sensitive information.

Conduct regular audits to assess the security and integrity of information systems.

Database Management

Manage databases and data repositories, ensuring efficient storage, retrieval, and backup processes.

Implement data quality checks and procedures to maintain the accuracy and reliability of stored information.

User Training and Support

Provide training and support to staff members on the effective use of information systems, ensuring that end-users can maximise the functionality of available tools.

Develop training materials and documentation as needed.

Collaboration with IT Teams

Collaborate with IT teams to implement updates, patches, and system upgrades to maintain optimal performance.

Work closely with technical teams to address any integration needs or technical challenges related to information systems.

Strategic Planning

Contribute to the development of the cluster's strategic plans by providing insights derived from data analysis.

Collaborate with leadership to align information systems and analysis with Organisational goals.

Continuous Improvement

Identify opportunities for process improvement, automation, and efficiency gains within information systems and data analysis processes.

Stay informed about emerging technologies and best practices in educational information systems.

Trust Information Owner

Information Systems & Quality

Working Life

The Trust Information Owner will be responsible for managing and optimising information systems and conducting data analysis within the multi-academy trust or cluster of academies. This role will involve ensuring the effectiveness, security, and integrity of information systems, as well as providing insightful data analysis to inform strategic decision-making.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the efficiency, effectiveness, and security of information systems across the trust, enabling better decision-making and operational excellence.
- **Ownership:** You take ownership of information systems projects and initiatives, ensuring they meet the trust's needs and align with its strategic objectives.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in analysing system requirements, selecting technologies, and making recommendations to trust leadership.
- **Relationships:** You collaborate closely with school administrators, IT personnel, and external vendors to assess needs, deploy solutions, and provide ongoing support and training.
- **Leadership:** You provide leadership in promoting best practices in information systems management, fostering collaboration and knowledge-sharing among trust schools, and driving continuous improvement efforts.
- **Potential Job Titles:** Trust Information Systems Analyst, Trust IT Manager, Systems Integration Specialist
- **Pay Bands:** Pay for Trust Information Owner can vary depending on factors such as experience, qualifications, and the size and scope of the trust, but typically fall within mid to higher salary ranges within the technical staff spectrum. With some organisations paying this role £45k (based on 2024 rates) annually.

Reporting To

Director of Information or Chief Information Officer

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of information systems principles, network infrastructure, cybersecurity, database management, and project management.

- **Related Knowledge:** Familiarity with educational technology trends, learning management systems, student information systems, and data privacy regulations (e.g., GDPR).
- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and best practices in IT governance and risk management.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, problem-solving skills, strong communication and collaboration skills, adaptability, and the ability to manage projects across multiple sites.
- **Specialist Skills:** Proficiency in network administration, cybersecurity practices, database management systems, project management methodologies, and IT service management frameworks.
- **Experience:** Previous experience in IT management, systems analysis, or project management, preferably within an educational or multi-site Organisation, along with a track record of successful implementations and stakeholder engagement.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** IT Management, Education Administration, Systems Integration
- **Moving On:** With experience and further specialisation, you might progress to roles such as IT Director, Chief Information Officer (CIO), or pursue leadership positions within educational trusts or technology-focused Organisations.
- **With Experience:** Trust IT Director, Chief Technology Officer, or take on leadership roles overseeing information systems strategy and governance within educational trusts or multi-site Organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in information systems, Computer Science, or a related field. Masters degree is a plus.
- Proven experience in managing information systems and conducting data analysis, preferably in an educational setting.
- Strong analytical and problem-solving skills, with proficiency in data analysis tools and languages (e.g., SQL, Python, R).
- Knowledge of information security best practices and data protection regulations.
- Experience with student information systems, learning management systems, and other educational technologies.
- Excellent communication and collaboration skills.

Roles That Could Be Included in the Job Description

Information Systems Management

Oversee and manage the information systems within the cluster, including student information systems, learning management systems, and other educational technologies.

Ensure the availability, security, and optimal functionality of information systems, troubleshooting issues and coordinating with technical support as needed.

Data Analysis and Reporting

Conduct data analysis to extract meaningful insights from various datasets, providing reports and recommendations to support educational and operational decision-making.

Collaborate with stakeholders to understand their data needs and develop customised reports and dashboards.

Information Security and Compliance

Implement and maintain robust information security measures, ensuring compliance with data protection regulations, such as GDPR, and safeguarding sensitive information.

Conduct regular audits to assess the security and integrity of information systems.

Database Management

Manage databases and data repositories, ensuring efficient storage, retrieval, and backup processes.

Implement data quality checks and procedures to maintain the accuracy and reliability of stored information.

User Training and Support

Provide training and support to staff members on the effective use of information systems, ensuring that end-users can maximise the functionality of available tools.

Develop training materials and documentation as needed.

Collaboration with IT Teams

Collaborate with IT teams to implement updates, patches, and system upgrades to maintain optimal performance.

Work closely with technical teams to address any integration needs or technical challenges related to information systems.

Strategic Planning

Contribute to the development of the cluster's strategic plans by providing insights derived from data analysis.

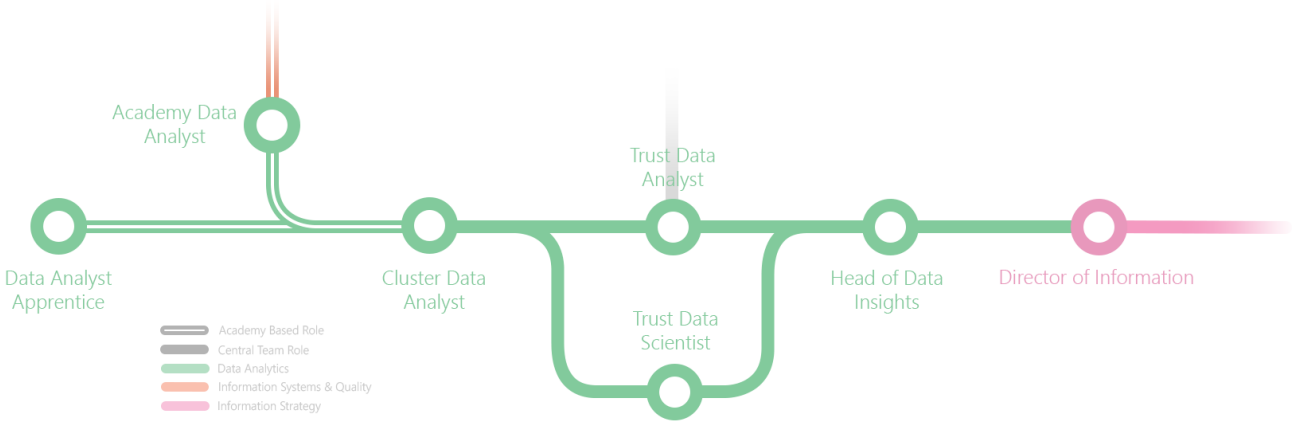
Collaborate with leadership to align information systems and analysis with Organisational goals.

Continuous Improvement

Identify opportunities for process improvement, automation, and efficiency gains within information systems and data analysis processes.

Stay informed about emerging technologies and best practices in educational information systems.

Data Analytics Career Pathway



The Data Analytics Career Pathway offers a structured progression for individuals aspiring to harness the power of data to derive actionable insights and drive informed decision-making within organisations. Commencing as a Data Analyst Apprentice, individuals embark on a journey of discovery, gaining fundamental skills in data analysis and interpretation. This initial role provides a solid foundation, offering hands-on experience in data manipulation, visualisation, and reporting, essential for understanding the nuances of data analytics.

As professionals progress along the pathway, they transition to roles of increasing complexity and expertise. Advancing from an Academy Data Analyst to a Cluster Data Analyst signifies a deepening understanding of analytical techniques and methodologies, as well as the ability to extract meaningful insights from diverse datasets. Subsequent positions, such as Trust Data Analyst, underscore the pivotal role played by individuals in driving data-driven decision-making and fostering a culture of evidence-based practice within organisations. The Trust Data Scientist role is not one that is expected to be in place for organisations that aren't established across their data maturity.

At the pinnacle of the pathway, professionals attain leadership roles as Head of Data Insights. These positions represent the apex of expertise in data analytics, where individuals are entrusted with shaping the strategic direction of data initiatives and driving innovation in analytical methodologies. As visionary leaders, they leverage data as a strategic asset, unlocking opportunities for growth, efficiency, and competitive advantage. The Data Analytics Career Pathway thus offers a progressive route for individuals passionate about transforming raw data into actionable insights and driving organisational success through the power of analytics.

Data Analyst Apprentice

Data Analytics

Working Life

The Data Analyst Apprentice will undergo structured training and development to gain skills and experience in supporting the development and maintenance of data infrastructure, systems, and processes within the multi-academy trust. This role will involve learning data analysis techniques, assisting in data development tasks, and collaborating with stakeholders to deliver data solutions that support Organisational objectives.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Learning Impact:** Your role contributes to your understanding of how data fuels trust growth and drives strategic decision-making.
- **Supporting Ownership:** You'll assist in tasks related to data collection, preprocessing, and analysis under the guidance of senior staff, gradually taking on more responsibility as you gain experience.
- **Observing Autonomy, Judgement, Decision-making:** While initially observing, you'll have opportunities to provide input and assist in basic decision-making processes related to data development projects.
- **Building Relationships:** You'll interact with various stakeholders to understand data needs, collaborate on projects, and communicate findings effectively.
- **Learning Leadership:** You'll learn from experienced colleagues, observing their leadership in driving data development initiatives and fostering a culture of data-driven innovation.
- **Potential Job Titles:** Trainee Data Analyst, Data Development Assistant, Junior Data Developer
- **Pay Bands:** Pay for trainee roles can vary widely, but it is typically an entry-level position within the technical or analytical staff salary range. With some organisations paying this role £18k (based on 2024 rates) annually, starting from £18k to £22k depending on experience and location.

Reporting to

Trust Data Analyst or Head of Data Insights

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Basic understanding of data management principles, data preprocessing techniques, and familiarity with common data analysis tools and programming languages.
- **Related Knowledge:** Awareness of database management systems, data visualisation techniques, and data governance best practices.

- **Wider Knowledge:** Understanding of business processes, industry trends, and the role of data in driving Organisational success.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Curiosity, attention to detail, analytical mindset, strong communication skills, adaptability, and a willingness to learn and collaborate.
- **Specialist Skills:** Basic proficiency in programming languages (e.g., SQL, Python), data manipulation tools (e.g., Excel, Pandas), and data visualisation software (e.g., Tableau, Power BI).
- **Experience:** No prior experience is required, but any exposure to data analysis, programming, or database management would be beneficial.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Analysis, Data Science, Database Development
- **Moving On:** With experience and further training, you might progress to roles such as Data Analyst, Data Developer, Database Administrator, or pursue opportunities in related fields such as data engineering or business intelligence.
- **With Experience:** Senior Data Analyst, Data Engineer, or take on leadership roles within data development teams or projects.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Information Systems, Mathematics, or a related field (or currently pursuing).
- Some exposure to data analysis, database development, or data engineering concepts through coursework, internships, or self-study.
- Basic understanding of SQL for data manipulation and querying, and exposure to database management systems (e.g., MySQL, SQL Server, PostgreSQL).
- Strong analytical, problem-solving, and communication skills.
- Ability to work collaboratively in a team environment and eagerness to learn and develop new skills.

Roles That Could Be Included in the Job Description

Training and Development

Participate in training programs and on-the-job learning opportunities to gain knowledge and skills in data analysis, database development, and data engineering techniques.

Data Development Support
Assist in supporting the development and maintenance of data pipelines, ETL processes, and data integration workflows under the guidance of senior data analysts or data engineers.

Database Management Assistance
Support in the design, implementation, and optimisation of database schemas, tables, views, and stored procedures to ensure efficient data storage, retrieval, and analysis.

Data Quality Assurance
Assist in implementing data quality checks, validation rules, and monitoring processes to ensure the accuracy, completeness, and consistency of data assets.

Data Analysis and Reporting
Learn to perform data analysis and generate reports to support decision-making, performance monitoring, and operational planning within the multi-academy trust.

Data Visualisation
Assist in developing basic dashboards, reports, and visualisations to communicate data insights and trends effectively to stakeholders, using tools such as Excel, Tableau, or Power BI.

Stakeholder Engagement
Collaborate with cross-functional teams, including IT, business analysts, educators, and administrators, to understand their data needs and requirements, and provide support in delivering data solutions that meet their objectives.

Documentation and Knowledge Sharing
Contribute to documenting data development processes, data models, and best practices to facilitate knowledge sharing, training, and troubleshooting within the data and analytics team and across the Organisation.

Continuous Learning
Stay abreast of emerging trends, technologies, and best practices in data development, analysis, and visualisation, and actively participate in training and professional development activities to enhance skills and knowledge.

Project Support
Assist in project planning, execution, and monitoring related to data development initiatives, ensuring timely delivery and adherence to project requirements.

Academy Data Analyst

Data Analytics

Working Life

The Academy Data Analyst will play a crucial role in supporting the development and maintenance of data infrastructure, systems, and processes to facilitate data-driven decision-making within the multi-academy trust. This role will involve assisting in the design and implementation of data solutions, ensuring data quality and integrity, and collaborating with stakeholders to meet Organisational objectives.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the school's ability to Utilise data effectively, enabling informed decision-making and targeted interventions to support student success.
- **Ownership:** You take ownership of data development projects, from requirements gathering and design to implementation, testing, and maintenance.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in selecting appropriate technologies, designing data architectures, and prioritising tasks based on Organisational needs.
- **Relationships:** You collaborate closely with educators, administrators, IT personnel, and external vendors to identify data needs, develop solutions, and ensure alignment with educational goals.
- **Leadership:** You provide leadership in promoting best practices in data management and development, fostering a culture of innovation and continuous improvement, and advocating for the strategic use of data across the school community.
- **Potential Job Titles:** Data Analyst, Data Development Specialist, Educational Data Engineer
- **Pay Bands:** Pay for Data Analysts in Data Development roles can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to higher salary ranges within the technical staff spectrum. With some organisations paying this role £27k (based on 2024 rates) annually.

Reporting To

Cluster Data Analyst, Academy Principal or Head of Data Insights

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of data management principles, database design, ETL (Extract, Transform, Load) processes, data modelling, and proficiency in relevant software tools and programming languages.
- **Related Knowledge:** Familiarity with educational data systems, learning management systems, student information systems, and data privacy regulations (e.g., GDPR).
- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and best practices in data governance and analytics.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, problem-solving skills, strong communication and collaboration skills, adaptability, and the ability to manage complex projects.
- **Specialist Skills:** Proficiency in database management systems (e.g., SQL Server, MySQL), programming languages (e.g., Python, Java), data visualisation tools (e.g., Tableau, Power BI), and experience with ETL tools and processes.
- **Experience:** Previous experience in data analysis, database development, or IT project management, preferably within an educational or related context, along with a track record of successful implementations and stakeholder engagement.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Science, Database Administration, IT Management
- **Moving On:** With experience and further specialisation, you might progress to roles such as Senior Data Analyst, Data Engineer, Database Administrator, or pursue leadership positions within educational institutions or technology-focused Organisations.
- **With Experience:** Data Development Manager, Chief Data Officer (CDO), or take on leadership roles overseeing data development strategy and governance within educational Organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Information Systems, Mathematics, or a related field.
- Some experience (e.g., internships, coursework projects) in data analysis, database development, or data engineering roles.
- Familiarity with SQL for data manipulation and querying, and exposure to database management systems (e.g., MySQL, SQL Server, PostgreSQL).

- Basic understanding of ETL tools and techniques, data integration concepts, and data warehousing principles.
- Proficiency in data visualisation tools such as Tableau, Power BI, or Google Data Studio is a plus.
- Strong analytical, problem-solving, and communication skills.
- Ability to work collaboratively in a team environment and learn quickly.

Roles That Could Be Included in the Job Description

Data Analysis

Perform data analysis to extract insights and identify trends from various datasets, including student performance data, attendance records, and financial data.

Utilise statistical and machine learning techniques to analyse data and generate actionable insights.

Data Modelling

Design and develop data models and schemas to support efficient data storage, retrieval, and analysis.

Optimise data models for performance and scalability, considering the specific needs of the multi-academy trust.

ETL Development

Design and implement ETL (Extract, Transform, Load) processes to extract data from source systems, transform it into the desired format, and load it into data warehouses or analytical databases.

Ensure the integrity and reliability of ETL processes through thorough testing and validation.

Database Management

Manage databases and data repositories, including data cleansing, indexing, and optimisation.

Ensure data security and compliance with data protection regulations, such as GDPR.

Data Visualisation

Develop interactive dashboards, reports, and visualisations to communicate data insights and trends to stakeholders.

Utilise data visualisation tools such as Tableau, Power BI, or Google Data Studio.

Stakeholder Collaboration

Collaborate with cross-functional teams, including educators, administrators, and IT professionals, to understand their data needs and requirements.

Translate business requirements into technical solutions and data models.

Data Quality Assurance

Implement data quality checks and validation rules to ensure the accuracy and reliability of data.

Monitor data quality metrics and resolve any issues or discrepancies.

Documentation and Training

Document data development processes, data models, and best practices to facilitate knowledge sharing and training.

Provide training and support to end-users on data tools and processes.

Continuous Improvement

Identify opportunities for process improvement and automation in data development and analysis.

Stay updated on emerging technologies and best practices in data management and analysis.

Project Management

Manage data-related projects, including requirements gathering, planning, and execution.

Ensure projects are delivered on time and within budget, meeting stakeholder expectations.

Cluster Data Analyst

Data Analytics

Working Life

The Cluster Data Analyst will lead the development and maintenance of data infrastructure, systems, and processes to facilitate data-driven decision-making within the multi-academy trust. This role will involve designing and implementing data solutions, ensuring data quality and integrity, and collaborating with stakeholders to meet Organisational objectives.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly influences decision-making processes, informs Organisational strategies, and drives performance improvements.
- **Ownership:** You take ownership of complex data analysis projects, from defining objectives and methodologies to presenting findings and recommendations to senior leadership.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in selecting appropriate analytical approaches, interpreting results, and making data-driven recommendations.
- **Relationships:** You build and maintain strong relationships with stakeholders across departments, collaborating to identify data needs, provide insights, and drive data-driven initiatives.
- **Leadership:** You provide leadership in promoting best practices in data analysis, fostering a culture of data-driven decision-making, and mentoring junior analysts.
- **Potential Job Titles:** Senior Data Analyst, Lead Data Analyst, Data Analysis Manager
- **Pay Bands:** Pay for Cluster Data Analyst can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within higher salary ranges within the analytical or technical staff spectrum. With some organisations paying this role £35k (based on 2024 rates) annually.

Reporting To

Head of Data Insights, Director of Information or Chief Information Officer (CIO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Advanced proficiency in statistical analysis, data manipulation, and data visualisation techniques using tools like Python, R, SQL, and Tableau.

- **Related Knowledge:** Familiarity with data warehousing concepts, database management systems, and data governance best practices.
- **Wider Knowledge:** Awareness of industry trends, emerging technologies, and best practices in data analytics, as well as a solid understanding of the Organisation's business domain.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, critical thinking skills, strong problem-solving abilities, effective communication skills, leadership qualities, and the ability to work well in a team.
- **Specialist Skills:** Expertise in data analysis tools and techniques, proficiency in programming languages (e.g., Python, R), advanced statistical modelling, and experience with data visualisation and reporting tools.
- **Experience:** Extensive experience in data analysis roles, with a proven track record of delivering actionable insights, leading projects, and collaborating with cross-functional teams to drive business outcomes.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Science, Business Intelligence, Data Engineering
- **Moving On:** With continued development and specialisation, you might progress to roles such as Data Science Manager, Business Intelligence Manager, Data Engineering Lead, or pursue opportunities in leadership positions within data-focused Organisations.
- **With Experience:** Director of Data Analytics, Chief Data Officer (CDO), or take on leadership roles overseeing analytics strategy and governance within Organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Information Systems, Mathematics, or a related field.
- Proven experience in data analysis, database development, or data engineering roles, with demonstrated leadership and project management skills.
- Strong proficiency in SQL for data manipulation and querying, with experience in database management systems (e.g., MySQL, SQL Server, PostgreSQL).
- Experience with ETL tools and techniques, data integration platforms, and data warehousing concepts.
- Proficiency in data visualisation tools such as Tableau, Power BI, or Google Data Studio.
- Excellent analytical, problem-solving, and communication skills.

- Ability to lead cross-functional teams, manage multiple priorities, and drive results in a fast-paced environment.

Roles That Could Be Included in the Job Description

Data Solution Design

Lead the design and development of data solutions, including database schemas, ETL processes, and data integration workflows, to support Organisational objectives and data-driven decision-making.

Database Management

Oversee the management and optimisation of databases and data repositories, ensuring efficient data storage, retrieval, and security measures are in place.

ETL Development

Design, implement, and optimise ETL (Extract, Transform, Load) processes to extract data from source systems, transform it into the desired format, and load it into data warehouses or analytical databases.

Data Modelling and Architecture

Define and maintain data models, schemas, and architecture to support scalable and performant data solutions.

Evaluate and recommend appropriate database technologies and platforms to meet the Organisation's data needs.

Data Quality Assurance

Establish data quality standards, validation rules, and monitoring processes to ensure the accuracy, completeness, and consistency of data.

Implement data governance policies and procedures to maintain data integrity and compliance with regulatory requirements.

Data Analysis and Reporting

Conduct advanced data analysis to derive insights, identify trends, and solve complex business problems.

Develop and deliver reports, dashboards, and visualisations to communicate data findings to stakeholders effectively.

Technical Leadership

Provide technical leadership and guidance to junior data analysts and data development teams, mentoring them in best practices and emerging technologies in data management and analysis.

Stakeholder Engagement

Collaborate closely with stakeholders across departments to understand their data needs and requirements and translate them into technical solutions.

Serve as a trusted advisor on data-related matters, providing expertise and insights to support strategic decision-making.

Continuous Improvement

Identify opportunities for process improvement and optimisation in data development and analysis, leveraging automation, emerging technologies, and best practices.

Stay updated on industry trends and advancements in data management, analytics, and visualisation techniques.

Project Management

Lead data-related projects from inception to completion, including requirements gathering, planning, execution, and monitoring, ensuring projects are delivered on time and within budget.

Trust Data Analyst

Data Analytics

Working Life

The Trust Data Analyst will play a key role in supporting the development and maintenance of data infrastructure, systems, and processes to facilitate data-driven decision-making within the multi-academy trust. This role will involve working closely with stakeholders to understand their data needs, implementing data solutions, and ensuring data quality, accuracy, and accessibility.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** our work directly impacts the trust's ability to leverage data effectively, enabling informed decision-making and targeted interventions to support student success.
- **Ownership:** You take ownership of data development projects, from requirements gathering and design to implementation, testing, and maintenance.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in selecting appropriate technologies, designing data architectures, and prioritising tasks based on Organisational needs.
- **Relationships:** You collaborate closely with educators, administrators, IT personnel, and external vendors to identify data needs, develop solutions, and ensure alignment with educational goals.
- **Leadership:** You provide leadership in promoting best practices in data management and development, fostering a culture of innovation and continuous improvement, and advocating for the strategic use of data across the trust community.
- **Potential Job Titles:** Trust Data Analyst, Data Development Specialist, Educational Data Engineer
- **Pay Bands:** Pay for Trust Data Analysts in Data Development roles can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to higher salary ranges within the technical staff spectrum. With some organisations paying this role £40k (based on 2024 rates) annually.

Reporting To

Head of Data Insights, Director of Information or Chief Information Officer (CIO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of data management principles, database design, ETL (Extract, Transform, Load) processes, data modelling, and proficiency in relevant software tools and programming languages.
- **Related Knowledge:** Familiarity with educational data systems, learning management systems, student information systems, and data privacy regulations (e.g., GDPR).
- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and best practices in data governance and analytics.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, problem-solving skills, strong communication and collaboration skills, adaptability, and a commitment to lifelong learning.
- **Specialist Skills:** Proficiency in database management systems (e.g., SQL Server, MySQL), programming languages (e.g., Python, Java), data visualisation tools (e.g., Tableau, Power BI), and experience with ETL tools and processes.
- **Experience:** Previous experience in data analysis, database development, or IT project management, preferably within an educational or related context, along with a track record of successful implementations and stakeholder engagement.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Science, Database Administration, IT Management
- **Moving On:** With experience and further specialisation, you might progress to roles such as Senior Data Analyst, Data Engineer, Database Administrator, or pursue leadership positions within educational trusts or technology-focused Organisations.
- **With Experience:** Development Manager, Chief Data Officer (CDO), or take on leadership roles overseeing data development strategy and governance within educational Organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Information Systems, Mathematics, or a related field.
- Proven experience in data analysis, database development, or data engineering roles.
- Strong proficiency in SQL for data manipulation and querying, with experience in database management systems (e.g., MySQL, SQL Server, PostgreSQL).

- Experience with ETL tools and techniques, data integration platforms, and data warehousing concepts.
- Familiarity with data visualisation tools such as Tableau, Power BI, or Google Data Studio.
- Excellent analytical, problem-solving, and communication skills.
- Ability to work collaboratively in a team environment and manage multiple priorities effectively.

Roles That Could Be Included in the Job Description

Data Modelling

Develop and maintain data models and schemas to support efficient data storage, retrieval, and analysis.

Ensure data models align with Organisational objectives and requirements.

ETL Development

Design, develop, and optimise ETL (Extract, Transform, Load) processes to extract data from source systems, transform it into the desired format, and load it into data warehouses or analytical databases.

Database Management

Manage databases and data repositories, including data cleansing, indexing, and optimisation.

Ensure data security and compliance with data protection regulations.

Data Quality Assurance

Implement data quality checks, validation rules, and monitoring processes to ensure the accuracy, completeness, and consistency of data.

Resolve data quality issues and discrepancies in a timely manner.

Data Analysis

Conduct data analysis to extract insights, identify trends, and provide actionable recommendations to stakeholders.

Develop reports, dashboards, and visualisations to communicate data findings effectively.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data needs and requirements.

Translate business requirements into technical solutions and data models.

Documentation and Training

Document data development processes, data models, and best practices to facilitate knowledge sharing and training.

Provide training and support to end-users on data tools and processes.

Continuous Improvement

Identify opportunities for process improvement and optimisation within data development and analysis.

Stay updated on emerging technologies and best practices in data management and analysis.

Project Support

Assist in project planning, execution, and monitoring related to data development initiatives, ensuring timely delivery and adherence to project requirements.

Collaboration with Data Teams

Collaborate with other data teams within the trust, such as data governance, data science, and data engineering teams, to ensure alignment and consistency in data-related initiatives and processes.

Trust Data Scientist

Data Analytics

Working Life

The Trust Data Scientist will be responsible for leveraging artificial intelligence (AI) and machine learning (ML) techniques to derive insights, inform decision-making, and drive innovation within the multi-academy trust. This role will involve collaborating with stakeholders to identify opportunities, develop AI solutions, and deploy predictive analytics models to improve educational outcomes and operational efficiency.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to leverage AI technologies to address educational challenges, improve student outcomes, and drive innovation.
- **Ownership:** You take ownership of AI projects, from conceptualisation and data collection to model development, deployment, and ongoing optimisation.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in selecting appropriate AI methodologies, interpreting results, and making recommendations to trust leadership.
- **Relationships:** You collaborate closely with educators, administrators, IT personnel, and external partners to identify AI opportunities, gather data, and implement AI-driven solutions.
- **Leadership:** You provide leadership in promoting best practices in AI development and implementation, fostering a culture of innovation, and advocating for the ethical use of AI in education.
- **Potential Job Titles:** Trust Data Scientist, AI in Education Specialist, Machine Learning Engineer
- **Pay Bands:** Pay for Trust Data Scientists with AI specialisation can vary depending on factors such as experience, qualifications, and the scope of responsibilities, but typically fall within mid to higher salary ranges within the technical staff spectrum. With some organisations paying this role £45k (based on 2024 rates) annually.

Reporting To

Head of Data Insights, Director of Information or Chief Information Officer (CIO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Expertise in machine learning algorithms, natural language processing, computer vision, and AI model development and deployment.
- **Related Knowledge:** Understanding of educational data systems, learning theories, curriculum design principles, and assessment methodologies.

- **Wider Knowledge:** Awareness of ethical considerations in AI, emerging trends in educational technology, and broader societal impacts of AI adoption in education.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, creativity, problem-solving skills, strong communication and collaboration skills, adaptability, and a commitment to lifelong learning.
- **Specialist Skills:** Proficiency in programming languages (e.g., Python, R), machine learning frameworks (e.g., TensorFlow, PyTorch), data visualisation tools, and experience with AI development and deployment in educational contexts.
- **Experience:** Previous experience in data science, machine learning, or AI development, preferably within an educational or related context, along with a track record of successful AI projects and stakeholder engagement.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Science, Education Technology, AI Research
- **Moving On:** With experience and further specialisation, you might progress to roles such as Senior Data Scientist, AI Researcher, Education Technology Director, or pursue leadership positions within educational trusts or technology-focused Organisations.
- **With Experience:** AI in Education Director, Chief AI Officer (CAIO), or take on leadership roles overseeing AI strategy and governance within educational Organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Masters or Ph.D. degree in Computer Science, Data Science, Artificial Intelligence, or a related field.
- Proven experience in data science, machine learning, and AI, with a focus on applying advanced analytics techniques to real-world problems.
- Strong programming skills in languages such as Python, R, or Scala, and proficiency in data manipulation, analysis, and visualisation libraries (e.g., pandas, scikit-learn, TensorFlow, PyTorch).
- Experience with AI/ML frameworks and platforms, such as Azure ML, Google Cloud AI Platform, or AWS SageMaker.
- Solid understanding of statistical analysis, hypothesis testing, and experimental design principles.
- Excellent problem-solving, analytical thinking, and communication skills.
- Ability to work collaboratively in cross-functional teams and lead AI initiatives from conception to implementation.
- Experience in the education sector or a similar domain is preferred.

Roles That Could Be Included in the Job Description

AI Strategy Development

Lead the development of the trust's AI strategy, identifying opportunities for leveraging AI and ML techniques to address key challenges and opportunities.

Data Analysis and Modelling

Apply advanced statistical and machine learning techniques to analyse complex datasets and develop predictive models.

Identify patterns, trends, and correlations in data to drive actionable insights.

Natural Language Processing (NLP)

Develop and deploy NLP models to extract insights from unstructured data sources, such as student essays, teacher feedback, and academic papers.

Computer Vision:

Implement computer vision algorithms to analyse visual data, such as images and videos, for applications such as student behaviour monitoring and classroom engagement analysis.

Predictive Analytics

Develop predictive models to forecast student performance, identify at-risk students, and optimise educational interventions.

AI Ethics and Governance

Ensure ethical considerations are integrated into AI initiatives, including fairness, transparency, and accountability.

Establish governance frameworks for AI projects to ensure compliance with regulations and ethical standards.

Collaboration with Stakeholders

Collaborate with educators, administrators, and other stakeholders to understand their data needs and develop AI solutions that address their requirements.

Model Deployment and Monitoring

Deploy AI models into production environments and monitor their performance over time.

Implement mechanisms for model retraining and adaptation to ensure ongoing accuracy and relevance.

Knowledge Sharing and Training

Share knowledge and best practices in AI and ML with other members of the data and analytics team.

Provide training and support to staff members on AI tools, techniques, and applications.

Continuous Learning

Stay abreast of the latest advancements in AI, ML, and related technologies, and identify opportunities for innovation and improvement within the trust.

Head of Data Insights

Data Analytics

Working Life

The Head of Data Insights will play a pivotal role in leading the strategic direction and management of data, information, and insights within the multi-academy trust. This role will involve collaborating with various stakeholders to leverage data and insights for informed decision-making, operational efficiency, and improving educational outcomes across the trust.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to leverage data for educational insights and decision-making, ultimately contributing to improved student outcomes and operational efficiency.
- **Ownership:** You take ownership of the design and implementation of the Organisation's data architecture, ensuring that it aligns with business needs and quality standards.
- **Autonomy, Judgement:** You exercise autonomy and judgment in making strategic decisions related to data architecture, tool selection, and implementation approaches, while collaborating with stakeholders to align with overall trust objectives.
- **Relationships:** You collaborate closely with data engineers, analysts, administrators, and IT personnel from various schools within the trust to understand data requirements, provide technical guidance, and support data-driven initiatives.
- **Leadership:** You continuously learn and explore new technologies, tools, and best practices in data architecture, sharing knowledge with colleagues and contributing to the growth and development of the data management team.
- **Potential Job Titles:** Head of Data Architecture, Director of Data Insights
- **Pay Bands:** Pay for Head of Data Insights in multi academy trusts can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within upper salary ranges within the technical staff spectrum. With some organisations paying this role £50k (based on 2024 rates) annually.

Reporting To

Chief Information Officer (CIO) or Chief Executive Officer (CEO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Proficiency in advanced data modelling techniques, database design principles, and data architecture best practices.
- **Related Knowledge:** Understanding of advanced data management tools and technologies, advanced database systems (e.g., distributed databases, NoSQL), and cloud platforms (e.g., AWS, Azure, GCP).
- **Wider Knowledge:** Awareness of educational data standards and regulations (e.g., UK GDPR), advanced data governance frameworks, and emerging trends in data architecture and management.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong leadership, strategic thinking, analytical and problem-solving skills, effective communication skills, adaptability, and a collaborative mindset to work effectively within cross-functional teams.
- **Specialist Skills:** Proficiency in advanced data modelling tools and techniques, experience with advanced data management platforms (e.g., SAP HANA, Snowflake), and expert knowledge of data governance and metadata management principles.
- **Experience:** Extensive experience in data architecture or related leadership roles, with a proven track record of successful implementation of complex data solutions in large Organisations.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Strategy, Data Science, Chief Information Officer (CIO)
- **Moving On:** With experience and further training, you might progress to executive-level roles such as Chief Data Officer, Chief Information Officer, or pursue opportunities in specialised areas such as data strategy consulting or academia.
- **With Experience:** You might progress within the specialism to become: Chief Data Officer, Chief Information Officer, or take on leadership roles within data architecture teams or projects.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in information management, Data Science, Business Analytics, or a related field. Advanced degree preferred.
- Proven experience in information management, business intelligence, or data analytics leadership roles.
- Strong understanding of data governance, information architecture, and data analytics concepts and methodologies.
- Excellent leadership, communication, and stakeholder management skills.

Key roles and responsibilities

Data Strategy Development

Develop and implement a comprehensive data strategy aligned with the Organisation's strategic objectives and priorities.

Define goals, objectives, and key performance indicators (KPIs) for information management and analytics initiatives.

Data Governance and Compliance

Establish and enforce data governance policies, procedures, and standards to ensure the integrity, security, and quality of data assets.

Ensure compliance with data protection regulations, privacy laws, and Organisational policies.

Information Architecture

Define and maintain the Organisation's information architecture, including data models, schemas, and structures.

Develop data standards and guidelines to facilitate data integration, interoperability, and consistency.

Business Intelligence and Reporting

Lead the development and delivery of business intelligence and reporting solutions to provide insights and support decision-making across the Organisation.

Oversee the design and implementation of dashboards, scorecards, and data visualisations.

Data Analytics and Insights

Establish data analytics capabilities to analyse large datasets and derive actionable insights to inform strategic and operational decisions.

Utilise advanced analytics techniques such as predictive modelling, machine learning, and data mining.

Stakeholder Engagement

Collaborate with senior leadership, department heads, and other stakeholders to understand their information needs and priorities.

Communicate the value of information management and analytics initiatives and foster a data-driven culture.

Team Leadership and Development

Recruit, mentor, and develop a high-performing team of information management and analytics professionals.

Provide leadership, guidance, and support to team members to achieve departmental goals and objectives.

Vendor Management

Evaluate and select third-party vendors and service providers for information management and analytics solutions.

Manage vendor relationships and contracts to ensure the successful delivery of products and services.

Continuous Improvement

Identify opportunities for process improvement and optimisation in information management and analytics practices.

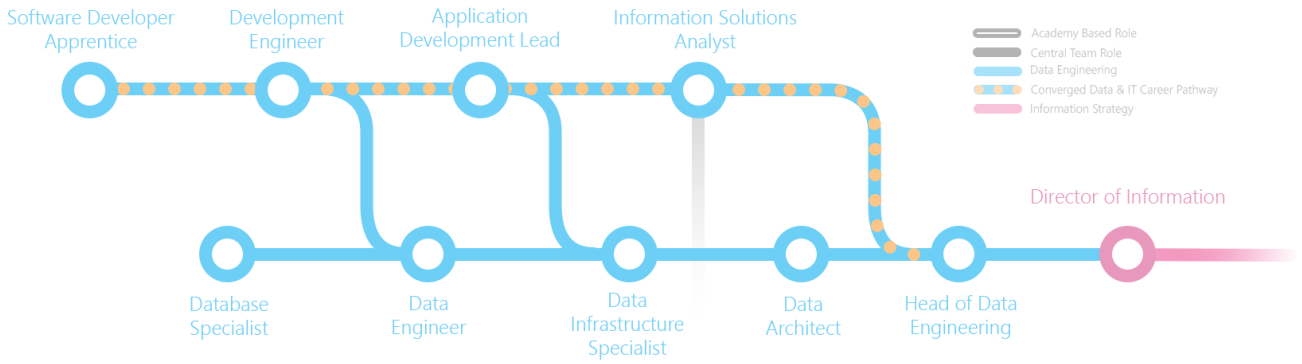
Stay updated on emerging technologies, trends, and best practices in data management and analytics.

Performance Monitoring and Evaluation

Monitor and evaluate the performance and effectiveness of information management and analytics initiatives against established KPIs and objectives.

Implement feedback mechanisms and performance improvement plans as needed.

Data Engineering Career Pathway



The Data Engineering Career Pathway provides a structured framework for individuals aspiring to bridge the gap between IT functions and data management within organisations. Beginning as a Data Engineer Apprentice, individuals embark on a journey that blends technical expertise with a deep understanding of data infrastructure and architecture. This initial role serves as a stepping stone, offering hands-on experience in designing, building, and maintaining data pipelines, essential for laying the foundation of a robust data ecosystem.

As professionals progress along the pathway, they assume roles that operate within the grey area between traditional IT functions and emerging data technologies. Transitioning from an Academy Data Engineer to a Cluster Data Engineer entails a deepening involvement in managing complex data systems and integrating disparate data sources. These roles require individuals to navigate the complexities of data governance, compliance, and security, while also ensuring the reliability and scalability of data infrastructure.

In less mature organisations or where funding constraints exist, certain roles within the Data Engineering Career Pathway may intersect with the space occupied by third-party solutions. For instance, Trust Data Engineers may collaborate with external vendors to implement data management solutions or leverage cloud-based platforms to address infrastructure limitations. Despite these challenges, individuals in these roles play a critical role in driving organisational growth and innovation by harnessing the power of data. As organisations mature in their developmental journey and allocate resources towards data initiatives, the demand for skilled data engineers becomes increasingly pronounced, underscoring the importance of the Data Engineering Career Pathway in shaping the future of data-driven organisations.

Software Developer Apprentice

Data Engineering

Working Life

The Software Developer Apprentice will undergo structured training and development to gain skills and experience in supporting the development and maintenance of data infrastructure, systems, and processes within the multi-academy trust. This role will involve learning data analysis techniques, assisting in data development tasks, and collaborating with stakeholders to deliver data solutions that support Organisational objectives.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Learning Impact:** Your role contributes to your understanding of how data fuels trust growth and drives strategic decision-making.
- **Supporting Ownership:** You'll assist in tasks related to data collection, preprocessing, and analysis under the guidance of senior staff, gradually taking on more responsibility as you gain experience.
- **Observing Autonomy, Judgement, Decision-making:** While initially observing, you'll have opportunities to provide input and assist in basic decision-making processes related to data development projects.
- **Building Relationships:** You'll interact with various stakeholders to understand data needs, collaborate on projects, and communicate findings effectively.
- **Learning Leadership:** You'll learn from experienced colleagues, observing their leadership in driving data development initiatives and fostering a culture of data-driven innovation.
- **Potential Job Titles:** Trainee Data Analyst, Data Development Assistant, Junior Data Developer
- **Pay Bands:** Pay for trainee roles can vary widely, but it's typically an entry-level position within the technical or analytical staff salary range. With some organisations paying this role £18k (based on 2024 rates) annually, starting from £18k to £22k depending on experience and location.

Reporting to

Development Engineer

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Basic understanding of data management principles, data preprocessing techniques, and familiarity with common data analysis tools and programming languages.

- **Related Knowledge:** Awareness of database management systems, data visualisation techniques, and data governance best practices.
- **Wider Knowledge:** Understanding of business processes, industry trends, and the role of data in driving Organisational success.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Curiosity, attention to detail, analytical mindset, strong communication skills, adaptability, and a willingness to learn and collaborate.
- **Specialist Skills:** Basic proficiency in programming languages (e.g., SQL, Python), data manipulation tools (e.g., Excel, Pandas), and data visualisation software (e.g., Tableau, Power BI).
- **Experience:** No prior experience is required, but any exposure to data analysis, programming, or database management would be beneficial.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Analysis, Data Science, Database Development
- **Moving On:** With experience and further training, you might progress to roles such as Data Analyst, Data Developer, Database Administrator, or pursue opportunities in related fields such as data engineering or business intelligence.
- **With Experience:** Senior Data Analyst, Data Engineer, or take on leadership roles within data development teams or projects.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Information Systems, Mathematics, or a related field (or currently pursuing).
- Some exposure to data analysis, database development, or data engineering concepts through coursework, internships, or self-study.
- Basic understanding of SQL for data manipulation and querying, and exposure to database management systems (e.g., MySQL, SQL Server, PostgreSQL).
- Strong analytical, problem-solving, and communication skills.
- Ability to work collaboratively in a team environment and eagerness to learn and develop new skills.

Roles That Could Be Included in the Job Description

Training and Development

Participate in training programs and on-the-job learning opportunities to gain knowledge and skills in data analysis, database development, and data engineering techniques.

Data Development Support

Assist in supporting the development and maintenance of data pipelines, ETL processes, and data integration workflows under the guidance of senior data analysts or data engineers.

Database Management Assistance

Support in the design, implementation, and optimisation of database schemas, tables, views, and stored procedures to ensure efficient data storage, retrieval, and analysis.

Data Quality Assurance

Assist in implementing data quality checks, validation rules, and monitoring processes to ensure the accuracy, completeness, and consistency of data assets.

Data Analysis and Reporting

Learn to perform data analysis and generate reports to support decision-making, performance monitoring, and operational planning within the multi-academy trust.

Data Visualisation

Assist in developing basic dashboards, reports, and visualisations to communicate data insights and trends effectively to stakeholders, using tools such as Excel, Tableau, or Power BI.

Stakeholder Engagement

Collaborate with cross-functional teams, including IT, business analysts, educators, and administrators, to understand their data needs and requirements, and provide support in delivering data solutions that meet their objectives.

Documentation and Knowledge Sharing

Contribute to documenting data development processes, data models, and best practices to facilitate knowledge sharing, training, and troubleshooting within the data and analytics team and across the Organisation.

Continuous Learning

Stay abreast of emerging trends, technologies, and best practices in data development, analysis, and visualisation, and actively participate in training and professional development activities to enhance skills and knowledge.

Project Support

Assist in project planning, execution, and monitoring related to data development initiatives, ensuring timely delivery and adherence to project requirements.

Development Engineer

Data Engineering

Working Life

The Development Engineer will support the design, development, and maintenance of data-centric applications and solutions to meet the operational and analytical needs of the multi-academy trust. This role will involve assisting with the development and implementation of database-driven applications, data integrations, and reporting solutions under the guidance of senior development professionals.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the educational experience by developing applications that facilitate teaching, learning, and administrative tasks.
- **Ownership:** You assist in all stages of the application development lifecycle, from requirements gathering and design to coding, testing, and deployment.
- **Autonomy, Judgement, Decision-making:** Under the guidance of senior developers, you contribute ideas, make design decisions, and implement features within established coding standards and best practices.
- **Relationships:** You collaborate closely with educators, administrators, and IT personnel to gather requirements, provide technical support, and ensure applications meet user needs.
- **Leadership:** You continuously learn new technologies, tools, and methodologies, sharing knowledge with team members and contributing to a culture of continuous improvement.
- **Potential Job Titles:** Junior Applications Developer, Education Software Developer, Educational Technology Assistant
- **Pay Bands:** Pay for Development Engineer in Education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to lower salary ranges within the technical staff spectrum. With some organisations paying this role £27k (based on 2024 rates) annually.

Reporting To

Application Development Lead, Data Engineer or Head of Data Engineering

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Proficiency in programming languages (e.g., Java, Python, JavaScript), web development frameworks (e.g., Django, Flask, React), and database management systems (e.g., MySQL, PostgreSQL).
- **Related Knowledge:** Understanding of educational technology trends, learning management systems, student information systems.
- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and best practices in software development methodologies.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Problem-solving skills, attention to detail, effective communication skills, adaptability, and a willingness to learn and collaborate in a team environment.
- **Specialist Skills:** Proficiency in software development tools and technologies, familiarity with version control systems (e.g., Git), and experience with agile development methodologies.
- **Experience:** While prior experience in software development is beneficial, this role is often suitable for recent graduates or individuals with internship experience in software development, particularly within educational or related contexts.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Software Development, Educational Technology, Full-Stack Development
- **Moving On:** With experience and further training, you might progress to roles such as Applications Developer, Software Engineer, Full-Stack Developer, or pursue opportunities in specialised areas such as educational technology integration or product management.
- **With Experience:** Senior Applications Developer, Technical Lead, or take on leadership roles within educational technology teams or projects.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Software Engineering, or a related field.
- Some experience (e.g., internships, coursework projects) in application development, database development, or related fields.
- Basic understanding of programming languages commonly used in web development, such as JavaScript, Python, or Java.
- Familiarity with database management systems (e.g., MySQL, SQL Server, PostgreSQL) and SQL query language.
- Strong analytical, problem-solving, and critical thinking skills.

- Excellent communication, collaboration, and teamwork skills.
- Ability to work independently and learn quickly in a fast-paced environment.

Roles That Could Be Included in the Job Description

Application Development

Assist in developing custom applications using programming languages and frameworks such as Java, .NET, or Python.

Write clean, efficient, and maintainable code to implement new features and functionality.

Requirements Gathering

Collaborate with stakeholders to gather and analyse requirements for new application development projects.

Translate business requirements into technical specifications and user stories.

Testing and Debugging

Assist in writing and executing unit tests to ensure the reliability and quality of developed applications.

Identify and troubleshoot issues and bugs in existing applications, providing timely resolutions.

Documentation

Document application design, architecture, and development processes to facilitate knowledge sharing and future maintenance.

Maintain accurate and up-to-date documentation for developed applications.

Version Control

Utilise version control systems (e.g., Git) to manage code repositories and collaborate with team members on code changes.

Follow best practices for branching, merging, and code reviews.

Deployment Support

Assist in deploying applications to development, testing, and production environments, following established deployment procedures.

Monitor application performance and troubleshoot deployment issues as needed.

User Support

Provide support to end-users on application functionality, troubleshooting issues, and answering technical questions.

Collaborate with IT support teams to escalate and resolve user-reported issues in a timely manner.

Training and Development

Participate in training and professional development activities to enhance technical skills and knowledge of application development technologies and best practices.

Seek opportunities to learn from senior developers and gain hands-on experience in real-world projects.

Collaboration

Work collaboratively with other members of the IT team, including developers, testers, and project managers, to achieve project goals and deliver high-quality solutions.

Communicate effectively with team members to share progress updates, discuss challenges, and seek assistance when needed.

Continuous Improvement

Stay updated on emerging technologies and best practices in application development.

Proactively seek feedback and identify opportunities for process improvement and optimisation within the development workflow.

Application Development Lead

Data Engineering

Working Life

The Application Developer Lead will lead a team of developers in designing, developing, and maintaining data-centric applications and solutions to meet the operational and analytical needs of the multi-academy trust. This role will involve overseeing the full software development lifecycle, from requirements analysis to deployment, and ensuring the quality, reliability, and scalability of applications.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your leadership directly influences the trust's ability to leverage technology effectively, streamline workflows, and improve educational outcomes for students and staff.
- **Ownership:** You take ownership of the application development lifecycle, from requirements gathering and design to implementation, testing, and ongoing support.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in defining technical architectures, selecting development frameworks, and prioritising projects based on trust priorities and resource constraints.
- **Relationships:** You build and maintain strong relationships with school leaders, educators, IT personnel, and external vendors to understand requirements, gather feedback, and ensure alignment with trust goals.
- **Leadership:** You provide technical leadership to a team of developers, fostering collaboration, mentorship, and professional growth, while promoting best practices and innovation in application development.
- **Potential Job Titles:** Application Developer Lead, Lead Software Engineer, Technology Development Manager
- **Pay Bands:** Pay for Application Developer Lead roles in the education sector typically falls within higher salary ranges within the technical staff spectrum with some organisations paying this role £35k (based on 2024 rates) annually.

Reporting To

Information Solutions Analyst or Head of Data Engineering

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Expertise in software development methodologies, application architecture design, and proficiency in programming languages and development frameworks relevant to web and mobile applications.
- **Related Knowledge:** Understanding of educational technology trends, learning management systems (LMS), student information systems (SIS), and data privacy regulations (e.g., UK GDPR).
- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and best practices in IT governance and project management.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Leadership qualities, effective communication skills, problem-solving abilities, adaptability, and a commitment to fostering a collaborative and innovative development culture.
- **Specialist Skills:** Proficiency in leading-edge development tools and technologies, experience with agile development methodologies, and a track record of successfully leading development teams and delivering complex projects.
- **Experience:** Extensive experience in software development roles, with a proven track record of leading development efforts, managing projects, and collaborating with stakeholders to achieve Organisational goals, preferably within an educational or multi-academy trust context.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** IT Management, Software Engineering Leadership, Education Technology Leadership
- **Moving On:** With continued development and specialisation, you might progress to roles such as IT Director, Technology Services Manager, or pursue opportunities in executive leadership positions within educational trusts or technology-focused organisations.
- **With Experience:** Chief Technology Officer (CTO), Director of Technology Services, or take on broader leadership roles overseeing technology strategy and governance within educational organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Software Engineering, or a related field.
- Proven experience in application development, with a focus on leading development teams and delivering complex projects.
- Strong technical skills in programming languages, frameworks, and tools commonly used in web development and database development.

- Solid understanding of software development methodologies, best practices, and quality assurance principles.
- Excellent leadership, communication, and interpersonal skills.
- Ability to collaborate effectively with cross-functional teams and stakeholders.
- Experience in the education sector or a similar environment is a plus.

Roles That Could Be Included in the Job Description

Team Leadership

Lead a team of application developers, providing guidance, coaching, and support to ensure the successful delivery of projects.

Set clear objectives and performance expectations for team members and monitor progress towards goals.

Application Development

Lead the design and development of custom applications to support various functions within the multi-academy trust, such as student management, finance, HR, and learning management systems.

Ensure applications are scalable, secure, and user-friendly, meeting the needs of end-users.

Technical Architecture

Define and maintain technical architecture standards and best practices for application development within the trust.

Evaluate and recommend appropriate technologies and platforms to support application development initiatives.

Requirements Gathering

Collaborate with stakeholders across departments to gather and analyse requirements for new application development projects.

Translate business requirements into technical specifications and project plans.

Project Management

Manage the full software development lifecycle, from project initiation to deployment and maintenance.

Create project plans, allocate resources, and track progress to ensure projects are delivered on time and within budget.

Quality Assurance

Implement quality assurance processes and procedures to ensure the reliability, performance, and security of developed applications.

Conduct code reviews and testing to identify and address issues early in the development process.

Documentation and Training

Document application design, architecture, and development processes to facilitate knowledge sharing and training within the IT team and across the Organisation.

Provide training and support to end-users on new applications and features.

Collaboration with IT Teams

Collaborate with other IT teams, such as infrastructure, security, and support, to ensure alignment and integration of application development initiatives with overall IT strategy.

Vendor Management

Evaluate and manage relationships with third-party vendors and service providers for application development tools, platforms, and services.

Ensure compliance with contractual agreements and service level agreements.

Continuous Improvement

Stay abreast of emerging technologies and best practices in application development.

Identify opportunities for process improvement and optimisation within the application development function.

Information Solutions Analyst

Data Engineering

Working Life

The Information Solutions Analyst will be responsible for analysing business processes, identifying requirements, and designing technology solutions to address the operational needs and strategic objectives of the multi-academy trust. This role will involve collaborating with stakeholders to understand their requirements, proposing solutions, and supporting the implementation and optimisation of business systems and applications.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to leverage technology effectively, streamline workflows, and achieve its business goals.
- **Ownership:** You take ownership of business analysis projects, from requirements gathering and analysis to solution design, implementation, and post-implementation support.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in defining project scope, selecting appropriate solutions, and making recommendations to trust leadership based on business priorities and stakeholder needs.
- **Relationships:** You build and maintain strong relationships with trust leadership, school administrators, educators, and IT personnel to understand business needs, gather requirements, and ensure alignment with trust goals.
- **Leadership:** You provide leadership in promoting best practices in business analysis, fostering collaboration and knowledge-sharing among stakeholders, and advocating for the strategic use of technology to drive Organisational success.
- **Potential Job Titles:** Business Solutions Analyst, Business Systems Analyst, Technology Solutions Consultant
- **Pay Bands:** Pay for Information Solutions Analyst roles in the education sector typically falls within mid to higher salary ranges within the technical staff spectrum. With some organisations paying this role £40k (based on 2024 rates) annually.

Reporting To

Head of Data Engineering or Director of Information

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of business analysis methodologies, requirements elicitation techniques, and proficiency in relevant software tools for process mapping, data analysis, and solution evaluation.
- **Related Knowledge:** Familiarity with educational technology trends, learning management systems (LMS), management information systems (MIS), and data privacy regulations (e.g., UK GDPR).
- **Wider Knowledge:** Awareness of educational policies and practices, emerging technologies in education, and best practices in IT governance and project management.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, problem-solving skills, effective communication skills, adaptability, and a customer-centric approach to understanding and addressing business needs.
- **Specialist Skills:** Proficiency in business analysis tools and techniques, experience with requirements management software (e.g., JIRA, Confluence), and familiarity with agile development methodologies.
- **Experience:** Previous experience in business analysis roles, with a track record of successfully delivering technology solutions, gathering, and documenting requirements, and collaborating with stakeholders to achieve business objectives, preferably within an educational or multi-academy trust context.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** IT Management, Project Management, Education Technology Leadership
- **Moving On:** With continued development and specialisation, you might progress to roles such as IT Business Partner, Project Manager, or pursue opportunities in executive leadership positions within educational trusts or technology-focused organisations.
- **With Experience:** IT Solutions Manager, Chief Information Officer (CIO), or take on broader leadership roles overseeing technology strategy and governance within educational Organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in business administration, Information Systems, or a related field.
- Proven experience as a business analyst, systems analyst, or similar role, preferably in the education sector or a complex Organisational environment.
- Strong analytical, problem-solving, and critical thinking skills.
- Experience with business process modelling tools and techniques.
- Proficiency in requirements gathering, analysis, and documentation.
- Excellent communication, collaboration, and stakeholder management skills.
- Familiarity with project management methodologies and tools.

- Knowledge of educational technology solutions and systems (e.g., student information systems, learning management systems) is a plus.

Roles That Could Be Included in the Job Description

Business Process Analysis

Analyse existing business processes and workflows within the multi-academy trust, identifying inefficiencies, bottlenecks, and areas for improvement.

Work closely with stakeholders to understand their requirements and pain points.

Requirements Gathering

Collaborate with stakeholders across departments to gather and document business requirements for technology solutions.

Translate business requirements into functional specifications and user stories.

Solution Design

Design and propose technology solutions to address business needs and achieve Organisational objectives.

Develop system architecture diagrams, process flows, and wireframes to illustrate proposed solutions.

System Integration

Identify opportunities for system integration and interoperability between existing and new technology solutions.

Collaborate with IT teams and external vendors to implement integrations and ensure seamless data exchange.

Software Selection

Evaluate and recommend software solutions, platforms, and tools that align with the needs and goals of the multi-academy trust.

Conduct vendor assessments and participate in software procurement processes.

User Acceptance Testing (UAT)

Plan and coordinate UAT activities with stakeholders to validate that technology solutions meet business requirements and are user-friendly.

Document and track UAT results and ensure issues are addressed before deployment.

Training and Change Management

Develop training materials and conduct training sessions for end-users on new technology solutions.

Work with change management teams to facilitate Organisational change and adoption of new processes and systems.

Quality Assurance

Conduct quality assurance reviews of technology solutions to ensure they meet established standards for performance, reliability, and security.

Implement testing strategies and methodologies to identify and mitigate risks.

Project Management

Manage projects related to the implementation of technology solutions, including planning, scheduling, budgeting, and resource allocation.

Track project progress, identify risks and issues, and take proactive measures to ensure successful project delivery.

Continuous Improvement

Monitor the effectiveness of implemented solutions and gather feedback from stakeholders to identify opportunities for optimisation and enhancement.

Stay abreast of emerging technologies and industry trends to recommend innovative solutions to business challenges.

Database Specialist

Data Engineering

Working Life

The Database Specialist will support the development and maintenance of data pipelines, systems, and infrastructure to facilitate data-driven decision-making within the multi-academy trust. This role will involve assisting with data integration, ETL processes, database management, and performance optimisation under the guidance of senior data engineering professionals.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to collect, process, and analyse data, enabling informed decision-making and improving educational outcomes for students and staff.
- **Ownership:** You assist in all stages of the data engineering lifecycle, from data acquisition and storage to transformation, integration, and analysis.
- **Autonomy, Judgement, Decision-making:** Under the guidance of senior data engineers, you contribute ideas, make design decisions, and implement solutions to address data engineering challenges.
- **Relationships:** You collaborate closely with data analysts, administrators, and IT personnel to understand data needs, gather requirements, and ensure alignment with trust objectives.
- **Learning Leadership:** You continuously learn new technologies, tools, and methodologies, sharing knowledge with team members and contributing to a culture of continuous improvement.
- **Potential Job Titles:** Junior Data Engineer, Data Engineering Assistant, Data Integration Specialist
- **Pay Bands:** Pay for Database Specialist in Education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to lower salary ranges within the technical staff spectrum. With some organisations paying this role £27k (based on 2024 rates) annually.

Reporting To Data Engineer or Head of Data Engineering.

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Understanding of data modelling, database design principles, and proficiency in programming languages and tools used for data engineering (e.g., Python, SQL, ETL tools).
- **Related Knowledge:** Familiarity with data warehousing concepts, cloud computing platforms (e.g., AWS, Azure, GCP), and data governance best practices.

- **Wider Knowledge:** Awareness of educational data systems, learning management systems (LMS), student information systems (SIS), and data privacy regulations (e.g., UK GDPR).

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, problem-solving skills, effective communication skills, adaptability, and a willingness to learn and collaborate in a team environment.
- **Specialist Skills:** Proficiency in data manipulation tools and techniques, experience with database management systems (e.g., MySQL, PostgreSQL), and familiarity with data integration and ETL processes.
- **Experience:** While prior experience in data engineering is beneficial, this role is often suitable for recent graduates or individuals with internship experience in data-related roles, particularly within an educational or related context.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Engineering, Database Administration, Data Science
- **Moving On:** With continued development and specialisation, you might progress to roles such as Data Engineer, Database Administrator, or pursue opportunities in specialised areas such as data science or business intelligence.
- **With Experience:** Senior Data Engineer, Data Architecture Lead, or take on broader leadership roles overseeing data strategy and governance within educational Organisations.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Engineering, or a related field, with coursework or experience in data management or analytics.
- Some experience (e.g., internships, coursework projects) in data engineering, database management, or related fields.
- Basic understanding of programming languages commonly used in data engineering, such as Python, Java, or Scala.
- Familiarity with data integration tools and platforms, databases, SQL, and basic ETL concepts.
- Strong analytical, problem-solving, and communication skills.
- Ability to work collaboratively in a team environment and learn quickly.

Roles That Could Be Included in the Job Description

Data Pipeline Development

Assist in designing and developing data pipelines to extract, transform, and load (ETL) data from various sources into data warehouses or analytical databases.

Implement data ingestion processes to collect structured and unstructured data from internal and external sources.

ETL Process Optimisation

Optimise ETL processes to improve performance, scalability, and efficiency, ensuring timely and accurate data delivery.

Identify and implement automation opportunities to streamline data processing workflows.

Data Integration

Collaborate with IT teams and business stakeholders to integrate data from different systems and sources, ensuring data consistency and accuracy.

Implement data synchronisation mechanisms to maintain data integrity across systems.

Database Management

Assist in managing and maintaining databases and data repositories, including data cleansing, indexing, and partitioning.

Monitor database performance and optimise query execution to enhance data processing efficiency.

Data Quality Assurance

Implement data quality checks, validation rules, and monitoring processes to ensure the accuracy, completeness, and consistency of data.

Resolve data quality issues and discrepancies through data cleansing and transformation.

Data Modelling Support

Support data modelling activities to define data schemas, structures, and relationships to facilitate efficient data storage and retrieval.

Assist in designing and implementing data partitioning and clustering strategies for improved query performance.

Technical Documentation

Document data pipelines, ETL processes, and data integration workflows to ensure clarity and maintainability.

Create technical documentation and user guides for data engineering solutions and processes.

Collaboration and Communication

Collaborate with cross-functional teams, including data analysts, data scientists, and business stakeholders, to understand data requirements and deliver solutions that meet their needs.

Communicate effectively with team members to share progress updates, discuss challenges, and seek assistance when needed.

Continuous Learning

Stay updated on emerging technologies, tools, and best practices in data engineering and related fields.

Participate in training and professional development activities to enhance technical skills and knowledge.

Quality Assurance

Assist in implementing quality assurance processes and procedures to ensure the reliability, performance, and security of data engineering solutions.

Conduct testing and validation of data pipelines and ETL processes to identify and address issues early in the development lifecycle.

Data Engineer

Data Engineering

Working Life

The Data Engineer will be responsible for designing, building, and maintaining data pipelines, ETL processes, and data infrastructure to support the collection, storage, and analysis of data within the multi-academy trust. This role will involve collaborating with stakeholders to understand data requirements, ensuring data quality and reliability, and optimising data workflows for performance and scalability.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to leverage data for educational insights and decision-making, ultimately contributing to improved student outcomes and operational efficiency across all schools.
- **Ownership:** You take ownership of data engineering projects, from requirements gathering and design to implementation, testing, and deployment, ensuring that solutions meet business needs and quality standards.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in making technical decisions related to data architecture, tool selection, and implementation approaches, while collaborating with senior data engineers and stakeholders to align with overall trust objectives.
- **Relationships:** You collaborate closely with data analysts, administrators, and IT personnel from various schools within the trust to understand data requirements, provide technical guidance, and support data-driven initiatives.
- **Leadership:** You continuously learn and explore new technologies, tools, and best practices in data engineering, sharing knowledge with colleagues and contributing to the growth and development of the data engineering team.
- **Potential Job Titles:** Data Engineer, Data Infrastructure Engineer, Data Pipeline Developer
- **Pay Bands:** Pay for Data Engineer in education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to upper salary ranges within the technical staff spectrum. With some organisations paying this role £32k (based on 2024 rates) annually.

Reporting To

Data Infrastructure Specialist or Head of Data Engineering

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Proficiency in programming languages (e.g., Python, SQL), data processing frameworks (e.g., Apache Spark, Apache Flink), and distributed computing concepts (e.g., Hadoop, MapReduce).
- **Related Knowledge:** Understanding of data modelling, database systems (e.g., relational, NoSQL), cloud platforms (e.g., AWS, Azure, GCP), and data warehousing principles.
- **Wider Knowledge:** Awareness of educational data standards and regulations (e.g., UK GDPR), data governance best practices, and emerging trends in data engineering and analytics.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong problem-solving skills, attention to detail, effective communication skills, adaptability, and a collaborative mindset to work effectively within cross-functional teams.
- **Specialist Skills:** Proficiency in data engineering tools and technologies, experience with data pipeline orchestration tools (e.g., Apache Airflow, Luigi), and knowledge of data quality and integrity principles.
- **Experience:** While prior experience in data engineering or related roles is beneficial, this role may be suitable for individuals with relevant academic background or experience in software engineering, database administration, or related fields.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Analytics, Data Science, Cloud Engineering
- **Moving On:** With experience and further training, you might progress to roles such as Senior Data Engineer, Data Architect, or pursue opportunities in specialised areas such as machine learning engineering or cloud data engineering.
- **With Experience:** You Might Progress Within the Specialism to Become: Lead Data Engineer, Data Engineering Manager, or take on leadership roles within data engineering teams or projects.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in computer science, Engineering, or a related field, with a focus on data management or analytics.
- Proven experience in data engineering, ETL development, and database management, preferably in the education sector or a similar environment.
- Proficiency in programming languages commonly used in data engineering, such as Python, Java, or Scala.
- Experience with data integration tools and platforms, such as Apache NiFi, Talend, or Informatica.
- Strong understanding of database systems, SQL, NoSQL, and big data technologies.

- Familiarity with cloud platforms and services, such as AWS, Azure, or Google Cloud Platform.
- Excellent problem-solving, analytical, and troubleshooting skills.
- Strong communication, collaboration, and stakeholder management skills.

Roles That Could Be Included in the Job Description

Data Pipeline Development

Design and develop scalable and reliable data pipelines to extract, transform, and load (ETL) data from various sources into data repositories or analytical databases.

Implement data ingestion processes to collect structured and unstructured data from internal and external sources.

ETL Process Optimisation

Optimise ETL processes to improve performance, scalability, and efficiency, ensuring timely and accurate data delivery.

Identify and implement automation opportunities to streamline data processing workflows.

Data Modelling and Schema Design

Design data models and database schemas to support the storage and retrieval of structured and semi-structured data.

Define data partitioning and clustering strategies for optimised query performance.

Data Integration and Interoperability

Integrate data from different systems and sources to ensure data consistency and coherence across the Organisation.

Implement data synchronisation mechanisms to maintain data integrity and accuracy.

Data Quality Assurance

Implement data quality checks, validation rules, and monitoring processes to ensure the accuracy, completeness, and consistency of data.

Identify and address data quality issues and discrepancies through data cleansing and transformation.

Data Infrastructure Management

Manage and maintain data infrastructure components such as databases, data warehouses, and data lakes.

Monitor data infrastructure performance and optimise resource utilisation for cost-effectiveness.

Cloud Data Platforms

Utilise cloud-based data platforms and services such as AWS, Azure, or Google Cloud Platform for data storage, processing, and analytics.

Implement best practices for deploying and managing data solutions in cloud environments.

Data Security and Compliance

Implement data security measures to protect sensitive data from unauthorised access, disclosure, or misuse.

Ensure compliance with data protection regulations, privacy laws, and Organisational policies.

Collaboration and Communication

Collaborate with cross-functional teams, including data analysts, data scientists, and business stakeholders, to understand data requirements and deliver solutions that meet their needs.

Communicate effectively with team members to share progress updates, discuss challenges, and seek assistance when needed.

Continuous Improvement

Identify opportunities for process improvement and optimisation in data engineering workflows and practices.

Stay updated on emerging technologies and best practices in data engineering and analytics.

Data Infrastructure Specialist

Data Engineering

Working Life

As a Data Infrastructure Specialist in a multi-academy trust, you play a critical role in designing, implementing, and maintaining the trust's data infrastructure to support its data-driven initiatives. Your responsibilities include managing data storage, processing, and retrieval systems, ensuring data availability, integrity, and performance, and optimising data infrastructure to meet the Organisation's evolving needs.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to store, process, and access data efficiently, enabling informed decision-making and supporting educational initiatives across all schools.
- **Ownership:** You take ownership of the design, implementation, and optimisation of the trust's data infrastructure, including data storage systems, databases, data warehouses, and data processing pipelines.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgment in making technical decisions related to data infrastructure architecture, tool selection, capacity planning, and performance optimisation, while aligning with Organisational objectives and best practices.
- **Relationships:** You collaborate closely with data engineers, analysts, administrators, and IT personnel to understand data requirements, provide technical guidance, and support data-driven initiatives.
- **Leadership:** You provide technical leadership and guidance to the data infrastructure team, fostering a culture of collaboration, innovation, and continuous improvement in data infrastructure management.
- **Potential Job Titles:** Data Infrastructure Engineer, Data Warehouse Specialist, Database Administrator, Data Platform Engineer
- **Pay Bands:** Pay for Data Infrastructure Specialist in education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to upper salary ranges within the technical staff spectrum. With some organisations paying this role £36k (based on 2024 rates) annually.

Reporting To

Head of Data Engineering or Director of Information

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Proficiency in database management systems (e.g., SQL Server, PostgreSQL), data warehousing concepts, ETL processes, and performance optimisation.

- **Related Knowledge:** Familiarity with cloud platforms (e.g., AWS, Azure, GCP), big data technologies (e.g., Hadoop, Spark), and data integration tools.
- **Wider Knowledge:** Awareness of educational data standards, data governance principles, and emerging trends in data infrastructure and management.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Analytical mindset, attention to detail, effective communication skills, adaptability, and a collaborative mindset to work effectively within cross-functional teams.
- **Specialist Skills:** Proficiency in database administration, expertise in data modelling, knowledge of data integration tools (e.g., Apache NiFi, Talend), and experience with cloud-based data solutions.
- **Experience:** While prior experience in data infrastructure roles is beneficial, this role may be suitable for individuals with relevant academic background or experience in database administration or related fields.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Engineering, Cloud Architecture, Database Management
- **Moving On:** With experience and further training, you might progress to roles such as Senior Data Infrastructure Specialist, Data Architect, or pursue opportunities in specialised areas such as cloud architecture.
- **With Experience:** You Might Progress Within the Specialism to Become: Lead Data Infrastructure Specialist, Database Architect, or take on leadership roles within data infrastructure teams or projects.

Qualifications

- Relevant degrees in fields such as computer science, information technology, or data management.
- Professional certifications or courses in database administration (e.g., Microsoft Certified: Azure Database Administrator Associate, Oracle Certified Professional), data warehousing (e.g., Snowflake Certified SnowPro Core), or cloud platforms (e.g., AWS Certified Solutions Architect, Azure Data Engineer Associate).

Roles That Could Be Included in the Job Description

Data Infrastructure Design

Design and implement scalable and resilient data infrastructure solutions, including databases, data warehouses, and data lakes.

Collaborate with data architects to ensure data infrastructure aligns with overall data architecture and Organisational goals.

Database Management

Manage and administer databases, ensuring optimal performance, security, and availability.

Implement database monitoring and tuning processes to address performance issues and ensure efficient data retrieval.

Cloud Infrastructure

Utilise cloud-based infrastructure services (e.g., AWS, Azure, Google Cloud) for data storage, processing, and analytics.

Implement best practices for deploying and managing data solutions in cloud environments.

Data Storage Optimisation

Optimise data storage solutions for cost-effectiveness, considering factors such as data retention policies and usage patterns.

Implement data compression, partitioning, and archiving strategies to manage storage efficiently.

Data Backup and Recovery

Implement and manage robust data backup and recovery processes to ensure data resilience and business continuity.

Conduct regular testing of backup and recovery procedures to validate effectiveness.

Infrastructure Security

Implement and monitor security measures for data infrastructure to protect against unauthorised access, data breaches, and cyber threats.

Ensure compliance with data protection regulations and Organisational security policies.

Performance Monitoring and Optimisation

Monitor data infrastructure performance metrics and implement optimisations to enhance system efficiency.

Troubleshoot and resolve infrastructure-related issues to minimise downtime.

Data Integration

Work with data engineers to integrate data from various sources into the data infrastructure.

Implement efficient data integration workflows and ETL processes to ensure data consistency and synchronisation.

Collaboration with IT Teams

Collaborate with IT teams to ensure alignment of data infrastructure with overall IT infrastructure and technology stack.

Coordinate infrastructure upgrades and maintenance activities.

Documentation and Training

Document data infrastructure configurations, processes, and procedures.

Provide training and support to end-users and other IT staff on data infrastructure components.

Data Architect

Data Engineering

Working Life

The Data Architect will be responsible for designing and implementing the information architecture framework to support the multi-academy trust's strategic objectives. This role will involve collaborating with stakeholders to define data requirements, establish data models, and ensure the integrity, availability, and security of information assets across the trust.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your work directly impacts the trust's ability to leverage data for educational insights and decision-making, ultimately contributing to improved student outcomes and operational efficiency.
- **Ownership:** You take ownership of the design and implementation of the Organisation's data architecture, ensuring that it aligns with business needs and quality standards.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgement in making technical decisions related to data architecture, tool selection, and implementation approaches, while collaborating with stakeholders to align with overall trust objectives.
- **Relationships:** You collaborate closely with data engineers, analysts, administrators, and IT personnel from various schools within the trust to understand data requirements, provide technical guidance, and support data-driven initiatives.
- **Leadership:** You continuously learn and explore new technologies, tools, and best practices in data architecture, sharing knowledge with colleagues and contributing to the growth and development of the data management team.
- **Potential Job Titles:** Data Engineer, Data Infrastructure Engineer, Data Pipeline Developer
- **Pay Bands:** Pay for Data Architect in education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within mid to upper salary ranges within the technical staff spectrum. With some organisations paying this role £40k (based on 2024 rates) annually.

Reporting To

Head of Data Engineering or Director of Information

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Proficiency in data modelling techniques, database design principles, and data architecture best practices.

- **Related Knowledge:** Understanding of data management tools and technologies, database systems (e.g., relational, NoSQL), and cloud platforms (e.g., AWS, Azure, GCP).
- **Wider Knowledge:** Awareness of educational data standards and regulations (e.g., UK GDPR), data governance frameworks, and emerging trends in data architecture and management.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- Bachelor degree in information management, Computer Science, or a related field, with a Masters degree preferred.
- Proven experience in information architecture, data modelling, and data management, preferably in the education sector or a complex Organisational environment.
- Strong understanding of information management principles, data governance frameworks, and regulatory requirements.
- Proficiency in data modelling tools and techniques, such as ERwin, ER/Studio, or PowerDesigner.
- Experience with data integration technologies and standards (e.g., ETL, APIs, data warehouses, data lakes).
- Knowledge of information security principles and best practices, including encryption, access controls, and data masking.
- Excellent communication, collaboration, and stakeholder management skills.
- Ability to work independently, prioritise tasks, and manage multiple projects simultaneously.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Engineering, Data Science, Enterprise Architecture
- **Moving On:** With experience and further training, you might progress to roles such as Senior Information Architect, Enterprise Data Architect, or pursue opportunities in specialised areas such as big data architecture or cloud data management.
- **With Experience:** You Might Progress Within the Specialism to Become: Lead Information Architect, Chief Data Officer, or take on leadership roles within data architecture teams or projects.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Relevant degrees in fields such as computer science, information systems, or data management.
- Professional development courses or certifications in data architecture (e.g., Certified Information Management Professional - CIMP, Certified Data Management Professional - CDMP) or enterprise architecture (e.g., TOGAF Certification).

Roles That Could Be Included in the Job Description

Data Architecture Design

Design and develop data architecture solutions, including data models, schemas, and structures, to support the Organisation's information management goals.

Define data architecture principles, standards, and best practices to guide the development and implementation of data solutions.

Data Governance Framework

Establish and maintain a data governance framework to ensure the integrity, security, and quality of data assets across the Organisation.

Define data governance policies, procedures, and roles to govern data access, usage, and sharing.

Data Standards and Policies

Define and enforce data standards and policies to ensure consistency, compatibility, and interoperability of data across systems and platforms.

Develop data classification schemes and metadata standards to facilitate data management and discovery.

Data Integration and Interoperability

Design and implement data integration solutions to enable seamless data exchange and interoperability between systems and applications.

Identify and resolve data integration challenges and compatibility issues.

Data Security and Compliance

Define data security requirements and controls to protect sensitive data from unauthorised access, disclosure, or misuse.

Ensure compliance with data protection regulations, privacy laws, and Organisational policies.

Data Quality Management

Establish data quality management processes and procedures to monitor and improve the accuracy, completeness, and consistency of data.

Implement data quality checks and validation rules to identify and resolve data quality issues.

Metadata Management

Develop and maintain metadata repositories and catalogues to document and manage metadata information across the Organisation.

Define metadata standards and taxonomies to facilitate data discovery and understanding.

Data Architecture Governance

Establish and chair data architecture review boards to evaluate and approve data architecture solutions and changes.

Ensure alignment of data architecture initiatives with business objectives and IT strategies.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data requirements and priorities.

Provide guidance and support to stakeholders on data architecture-related matters.

Continuous Improvement

Identify opportunities for process improvement and optimisation in data architecture practices and methodologies.

Stay updated on emerging technologies and best practices in data architecture and information management.

Head of Data Engineering

Data Engineering

Working Life

As the Head of Data Engineering in a multi-academy trust, you oversee the strategic direction and execution of data engineering initiatives across all schools within the trust. Your role involves leading a team of data engineers to design, build, and maintain the Organisation's data infrastructure, ensuring scalability, reliability, and performance to support data-driven decision-making and educational outcomes.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your leadership directly impacts the trust's ability to leverage data for educational insights, decision-making, and operational efficiency, contributing to improved student outcomes and Organisational effectiveness.
- **Supporting Ownership:** You take ownership of the data engineering function, including data architecture design, ETL processes, data pipeline development, and data integration solutions.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgment in setting the strategic direction for data engineering initiatives, selecting appropriate technologies, and prioritising projects to align with Organisational goals and objectives.
- **Relationships:** You establish and maintain effective relationships with key stakeholders, including school leaders, educators, administrators, and external partners, to understand data requirements, communicate insights, and drive data-driven initiatives.
- **Learning Leadership:** You provide strategic leadership and guidance to the data engineering team, fostering a culture of innovation, collaboration, and continuous improvement to enhance data capabilities and drive Organisational success.
- **Potential Job Titles:** Head of Data Engineering, Director of Data Engineering, Data Engineering Manager
- **Pay Bands:** Pay for Head of Data Engineering in education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within the upper salary ranges within the technical staff spectrum. With some organisations paying this role £50k (based on 2024 rates) annually.

Reporting To

Director of Information or Chief Information Officer

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Expertise in data engineering principles, including data architecture, ETL processes, data modelling, and data integration techniques.
- **Related Knowledge:** Familiarity with cloud platforms (e.g., AWS, Azure, GCP), big data technologies (e.g., Hadoop, Spark), and data warehouse solutions.
- **Wider Knowledge:** Awareness of educational data standards, regulatory requirements, and emerging trends in data engineering and analytics.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong leadership, strategic thinking, excellent communication skills, adaptability, and a collaborative mindset to lead and motivate cross-functional teams.
- **Specialist Skills:** Proficiency in data engineering tools and technologies, experience in leading complex data engineering projects, and a deep understanding of data governance and quality assurance practices.
- **Experience:** Extensive experience in data engineering roles, with a proven track record of successfully leading data initiatives and delivering business value in large Organisations, preferably in the education sector.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Science, Enterprise Architecture, Executive Leadership
- **Moving On:** With experience and further training, you might progress to executive-level roles such as Chief Data Officer (CDO), Chief Technology Officer (CTO), or pursue opportunities in specialised areas such as enterprise architecture or data science leadership.
- **With Experience:** You Might Progress Within the Specialism to Become: Chief Data Officer, Data Engineering Executive, or take on leadership roles within data engineering teams or projects.

Qualifications

- Bachelor degree in computer science, Information Systems, or a related field. Advanced degree preferred.
- Proven experience in data engineering, database architecture, or related roles, with a track record of leading successful data engineering initiatives.
- Expertise in database management systems, ETL tools, data integration technologies, and cloud platforms.
- Strong leadership, communication, and stakeholder management skills.

Roles That Could Be Included in the Job Description

Team Leadership and Management

Lead and manage a team of data engineers, providing guidance, mentorship, and support to achieve departmental goals and objectives.

Foster a culture of collaboration, innovation, and continuous improvement within the data engineering team.

Data Infrastructure Design and Development

Design and implement scalable and reliable data infrastructure solutions, including databases, data warehouses, and data lakes.

Develop data architecture and engineering standards, guidelines, and best practices.

Data Pipeline Development

Oversee the design and development of data pipelines and ETL processes to extract, transform, and load data from various sources into data repositories or analytical platforms.

Implement data ingestion and streaming solutions for real-time data processing.

Cloud Data Platforms

Utilise cloud-based data platforms and services (e.g., AWS, Azure, Google Cloud) for data storage, processing, and analytics.

Architect and deploy data solutions in cloud environments, ensuring scalability, reliability, and security.

Data Integration and Interoperability

Ensure seamless integration of data from disparate sources and systems to facilitate data interoperability and consistency.

Implement data synchronisation mechanisms and data governance processes.

Data Quality Assurance

Establish data quality standards, metrics, and processes to monitor and improve the accuracy, completeness, and consistency of data.

Implement data validation checks and quality assurance measures.

Performance Optimisation

Monitor and optimise data infrastructure and processing workflows to improve performance, efficiency, and cost-effectiveness.

Identify and address bottlenecks and performance issues.

Data Security and Compliance

Implement data security measures and controls to protect sensitive data from unauthorised access, disclosure, or misuse.

Ensure compliance with data protection regulations, privacy laws, and Organisational policies.

Stakeholder Engagement

Collaborate with stakeholders across departments to understand their data requirements and priorities.

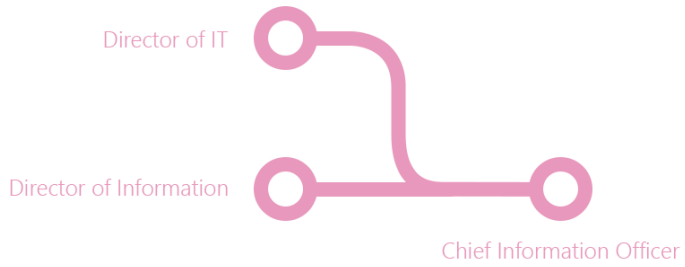
Communicate effectively with senior leadership and business stakeholders to align data engineering initiatives with Organisational goals.

Continuous Improvement

Identify opportunities for process improvement and optimisation in data engineering practices and methodologies.

Stay updated on emerging technologies, trends, and best practices in data engineering and analytics.

Information Strategy Career Pathway



The Information Strategy Career Pathway represents a strategic trajectory for individuals entrusted with shaping the overarching vision and direction of information management within organisations. At its helm lie two distinct yet interconnected roles: the Director of IT and the Director of Information. These roles serve as the custodians of information strategy, responsible for aligning technology investments with business objectives and leveraging data assets to drive innovation and competitive advantage.

As a Director of IT, individuals oversee the technological infrastructure and systems that underpin an organisation's information strategy. They navigate the dynamic landscape of IT solutions, ensuring alignment with data governance principles and regulatory requirements. Collaborating closely with stakeholders across departments, Directors of IT play a pivotal role in driving digital transformation initiatives and enhancing the efficiency and effectiveness of business operations.

In parallel, the Director of Information assumes a broader perspective, focusing on the strategic management and exploitation of information assets. They shape the organisation's information architecture, facilitating seamless data flows and fostering a culture of data-driven decision-making. Working in tandem with data governance professionals, Directors of Information ensure the integrity, quality, and accessibility of data across the organisation, thereby laying the groundwork for successful data analytics, compliance, and governance initiatives.

The Information Strategy Career Pathway serves as the nexus where the disciplines of data compliance and governance, information systems and quality, data analytics, and data engineering converge. Directors of IT and Directors of Information play a pivotal role in orchestrating these domains, weaving together technology, data, and strategy to propel organisational growth and resilience in an increasingly digital world. By understanding and harnessing the interplay between these career pathways, organisations can chart a course towards data-driven excellence and competitive advantage.

Director of IT

Information Strategy

Working Life

As the Director of IT in a multi-academy trust, you hold a pivotal role in overseeing the strategic management and delivery of IT services and infrastructure across all schools within the trust. Your responsibilities encompass leading the IT team, managing technology projects, ensuring the reliability and security of IT systems, and aligning technology initiatives with educational goals and objectives.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your leadership directly impacts the trust's ability to leverage technology for teaching, learning, and administrative purposes, ultimately contributing to improved educational outcomes and operational efficiency.
- **Ownership:** You take ownership of the IT function, including infrastructure management, network security, software applications, and user support services, ensuring alignment with Organisational goals and regulatory requirements.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgment in setting the strategic direction for IT initiatives, selecting appropriate technologies, and prioritising projects to meet the evolving needs of schools and stakeholders.
- **Relationships:** You establish and maintain effective relationships with school leaders, educators, administrators, and external vendors to understand technology requirements, communicate IT strategies, and support technology integration efforts.
- **Leadership:** You provide strategic leadership and guidance to the IT team, fostering a culture of innovation, collaboration, and continuous improvement to enhance technology capabilities and drive Organisational success.
- **Potential Job Titles:** Director of IT, Chief Information Officer (CIO), IT Manager
- **Pay Bands:** Pay for Director of IT in education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within the upper salary ranges within the technical staff spectrum. With some organisations paying this role £70k (based on 2024 rates) annually.

Reporting To

Chief Executive Officer (CEO) or Chief Operating Officer (COO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge** Expertise in IT infrastructure management, network administration, cybersecurity, and software applications.
- **Related Knowledge** Familiarity with educational technology trends, learning management systems (LMS), student information systems (SIS), and emerging technologies in the education sector.
- **Wider Knowledge** Awareness of data protection regulations, educational policies, and best practices in IT governance, risk management, and compliance.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong leadership, strategic thinking, excellent communication skills, adaptability, and a customer-centric mindset to meet the diverse technology needs of schools and stakeholders.
- **Specialist Skills** Proficiency in IT management tools and technologies, experience in leading technology projects, and a deep understanding of IT governance and security practices.
- **Experience:** Extensive experience in IT leadership roles, with a proven track record of successfully managing technology initiatives and delivering business value in large Organisations, preferably in the education sector.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** IT Governance, Digital Transformation, Executive Leadership
- **Moving On:** With experience and further training, you might progress to executive-level roles such as Chief Information Officer (CIO), Chief Technology Officer (CTO), or pursue opportunities in specialised areas such as digital transformation or IT governance.
- **With Experience:** You Might Progress Within the Specialism to Become: Chief Information Officer, Technology Director, or take on leadership roles within IT teams or projects.

Qualifications

- Bachelor degree in information technology, Computer Science, or a related field. Advanced degree preferred.
- Proven experience in IT leadership roles, with a track record of successfully managing IT operations and delivering strategic IT initiatives.
- Strong understanding of technology infrastructure, information security, project management, and IT governance principles.

- Excellent leadership, communication, and stakeholder management skills.

Roles That Could Be Included in the Job Description

IT Strategy and Planning:

Develop and implement a comprehensive IT strategy aligned with the Organisation's strategic objectives and priorities.

Define goals, objectives, and key performance indicators (KPIs) for IT initiatives and projects.

Technology Infrastructure Management:

Oversee the design, implementation, and maintenance of technology infrastructure, including networks, servers, storage, and devices.

Ensure the reliability, availability, and scalability of IT systems and resources.

IT Operations and Support:

Manage IT operations, including help desk support, system administration, and network management, to ensure efficient and effective delivery of IT services.

Implement IT service management (ITSM) processes and best practices to streamline service delivery and support.

Information Security and Compliance:

Develop and implement information security policies, procedures, and controls to protect against cybersecurity threats and data breaches.

Ensure compliance with data protection regulations, privacy laws, and industry standards.

IT Project Management:

Lead IT projects and initiatives from initiation through to completion, ensuring delivery on time, within budget, and according to scope.

Establish project management methodologies and governance frameworks to manage project risks and dependencies.

Vendor and Contract Management:

Manage relationships with technology vendors and service providers, including contract negotiations, service level agreements (SLAs), and performance reviews.

Evaluate and select third-party solutions and services to meet the Organisation's IT needs.

Digital Transformation Initiatives:

Drive digital transformation initiatives to leverage technology for innovation, efficiency, and competitive advantage.

Identify opportunities to enhance business processes and operations through the adoption of digital technologies.

Stakeholder Engagement:
Collaborate with senior leadership, department heads, and other stakeholders to understand their technology needs and priorities.

Communicate IT strategy, priorities, and initiatives to stakeholders and solicit feedback and input.

Budget and Resource Management:
Develop and manage the IT department budget, including forecasting, budgeting, and financial reporting.

Allocate resources effectively to support IT projects and operations while optimising costs.

Continuous Improvement:
Identify opportunities for process improvement and optimisation in IT practices, systems, and workflows.

Stay updated on emerging technologies, trends, and best practices in IT management and governance.

Director of Information

Information Strategy

Working Life

As the Director of Information in a multi-academy trust, you play a pivotal role in leading the strategic management and governance of information assets, systems, and processes across all schools within the trust. Your responsibilities encompass overseeing data management, information security, compliance, and technology initiatives to support the trust's educational objectives and operational excellence.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your leadership directly impacts the trust's ability to leverage information for decision-making, compliance, and operational efficiency, ultimately contributing to improved educational outcomes and stakeholder satisfaction.
- **Ownership:** You take ownership of information governance, including data management policies, data security measures, regulatory compliance, and risk management strategies, ensuring alignment with Organisational goals and legal requirements.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgment in setting the strategic direction for information management initiatives, selecting appropriate technologies, and implementing best practices to mitigate risks and enhance information value.
- **Relationships:** You establish and maintain effective relationships with school leaders, educators, administrators, regulatory bodies, and external partners to understand information needs, communicate governance requirements, and foster collaboration in data-driven decision-making.
- **Leadership:** You provide strategic leadership and guidance to the information management team, fostering a culture of accountability, transparency, and continuous improvement to achieve information excellence and support the trust's mission and objectives.
- **Potential Job Titles:** Director of Information or Chief Information Officer (CIO)
- **Pay Bands:** Pay for Director of Information in education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within the upper salary ranges within the technical staff spectrum. With some organisations paying this role £65k (based on 2024 rates) annually.

Reporting To

Chief Information Officer (CIO) or Chief Executive Officer (CEO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Expertise in information governance frameworks, data management principles, information security practices, and regulatory compliance requirements (e.g., GDPR, DPA).
- **Related Knowledge:** Understanding of technology platforms, database systems, and information management tools (e.g., CRM, ERP, DMS) used in educational settings, as well as emerging trends in data analytics, artificial intelligence, and cloud computing.
- **Wider Knowledge:** Awareness of educational policies, standards, and best practices in information management, as well as legal and ethical considerations related to data privacy, confidentiality, and accessibility in educational contexts.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong leadership, strategic thinking, excellent communication skills, integrity, and resilience to navigate complex regulatory and Organisational challenges with professionalism and diplomacy.
- **Specialist Skills** Proficiency in information governance frameworks and practices, experience in leading compliance initiatives, and a deep understanding of data protection laws and regulations relevant to educational institutions.
- **Experience:** Extensive experience in information management or related roles, with a proven track record of successfully leading information governance programs, managing data risks, and driving continuous improvement in large Organisations, preferably in the education sector.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Data Governance, Compliance Management, Executive Leadership
- **Moving On:** With experience and further training, you might progress to executive-level roles such as Chief Information Officer (CIO), Chief Data Officer (CDO), or pursue opportunities in specialised areas such as compliance management or data ethics.
- **With Experience:** You Might Progress Within the Specialism to Become: Chief Information Officer, Chief Data Officer, or take on leadership roles within information management teams or projects.

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in information management, Data Science, Business Analytics, or a related field.
- Proven experience in information management, business intelligence, or data analytics leadership roles.
- Strong understanding of data governance, information architecture, and data analytics concepts and methodologies.
- Excellent leadership, communication, and stakeholder management skills.

Roles That Could Be Included in the Job Description

Data Strategy Development

Develop and implement a comprehensive data strategy aligned with the Organisation's strategic objectives and priorities.

Define goals, objectives, and key performance indicators (KPIs) for information management and analytics initiatives.

Data Governance and Compliance

Establish and enforce data governance policies, procedures, and standards to ensure the integrity, security, and quality of data assets.

Ensure compliance with data protection regulations, privacy laws, and Organisational policies.

Information Architecture

Define and maintain the Organisation's information architecture, including data models, schemas, and structures.

Develop data standards and guidelines to facilitate data integration, interoperability, and consistency.

Business Intelligence and Reporting

Lead the development and delivery of business intelligence and reporting solutions to provide insights and support decision-making across the Organisation.

Oversee the design and implementation of dashboards, scorecards, and data visualisations.

Data Analytics and Insights

Establish data analytics capabilities to analyse large datasets and derive actionable insights to inform strategic and operational decisions.

Utilise advanced analytics techniques such as predictive modelling, machine learning, and data mining.

Stakeholder Engagement

Collaborate with senior leadership, department heads, and other stakeholders to understand their information needs and requirements.

Communicate the value of information management and analytics initiatives and foster a data-driven culture.

Team Leadership and Development

Recruit, mentor, and develop a high-performing team of information management and analytics professionals.

Provide leadership, guidance, and support to team members to achieve departmental goals and objectives.

Vendor Management

Evaluate and select third-party vendors and service providers for information management and analytics solutions.

Manage vendor relationships and contracts to ensure the successful delivery of products and services.

Continuous Improvement

Identify opportunities for process improvement and optimisation in information management and analytics practices.

Stay updated on emerging technologies, trends, and best practices in data management and analytics.

Performance Monitoring and Evaluation

Monitor and evaluate the performance and effectiveness of information management and analytics initiatives against established KPIs and objectives.

Implement feedback mechanisms and performance improvement plans as needed.

Director of IT

Information Strategy

Working Life

As the Director of IT in a multi-academy trust, you hold a pivotal role in overseeing the strategic management and delivery of IT services and infrastructure across all schools within the trust. Your responsibilities encompass leading the IT team, managing technology projects, ensuring the reliability and security of IT systems, and aligning technology initiatives with educational goals and objectives.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your leadership directly impacts the trust's ability to leverage technology for teaching, learning, and administrative purposes, ultimately contributing to improved educational outcomes and operational efficiency.
- **Ownership:** You take ownership of the IT function, including infrastructure management, network security, software applications, and user support services, ensuring alignment with Organisational goals and regulatory requirements.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and judgment in setting the strategic direction for IT initiatives, selecting appropriate technologies, and prioritising projects to meet the evolving needs of schools and stakeholders.
- **Relationships:** You establish and maintain effective relationships with school leaders, educators, administrators, and external vendors to understand technology requirements, communicate IT strategies, and support technology integration efforts.
- **Leadership:** You provide strategic leadership and guidance to the IT team, fostering a culture of innovation, collaboration, and continuous improvement to enhance technology capabilities and drive Organisational success.
- **Potential Job Titles:** Director of IT, Chief Information Officer (CIO), IT Manager
- **Pay Bands:** Pay for Director of IT in education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within the upper salary ranges within the technical staff spectrum. With some organisations paying this role £70k (based on 2024 rates) annually.

Reporting To

Chief Executive Officer (CEO) or Chief Operating Officer (COO)

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge** Expertise in IT infrastructure management, network administration, cybersecurity, and software applications.
- **Related Knowledge** Familiarity with educational technology trends, learning management systems (LMS), student information systems (SIS), and emerging technologies in the education sector.
- **Wider Knowledge** Awareness of data protection regulations, educational policies, and best practices in IT governance, risk management, and compliance.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong leadership, strategic thinking, excellent communication skills, adaptability, and a customer-centric mindset to meet the diverse technology needs of schools and stakeholders.
- **Specialist Skills** Proficiency in IT management tools and technologies, experience in leading technology projects, and a deep understanding of IT governance and security practices.
- **Experience:** Extensive experience in IT leadership roles, with a proven track record of successfully managing technology initiatives and delivering business value in large Organisations, preferably in the education sector.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** IT Governance, Digital Transformation, Executive Leadership
- **Moving On:** With experience and further training, you might progress to executive-level roles such as Chief Information Officer (CIO), Chief Technology Officer (CTO), or pursue opportunities in specialised areas such as digital transformation or IT governance.
- **With Experience:** You Might Progress Within the Specialism to Become: Chief Information Officer, Technology Director, or take on leadership roles within IT teams or projects.

Qualifications

- Bachelor degree in information technology, Computer Science, or a related field. Advanced degree preferred.
- Proven experience in IT leadership roles, with a track record of successfully managing IT operations and delivering strategic IT initiatives.

- Strong understanding of technology infrastructure, information security, project management, and IT governance principles.
- Excellent leadership, communication, and stakeholder management skills.

Roles That Could Be Included in the Job Description

IT Strategy and Planning:

Develop and implement a comprehensive IT strategy aligned with the Organisation's strategic objectives and priorities.

Define goals, objectives, and key performance indicators (KPIs) for IT initiatives and projects.

Technology Infrastructure Management:

Oversee the design, implementation, and maintenance of technology infrastructure, including networks, servers, storage, and devices.

Ensure the reliability, availability, and scalability of IT systems and resources.

IT Operations and Support:

Manage IT operations, including help desk support, system administration, and network management, to ensure efficient and effective delivery of IT services.

Implement IT service management (ITSM) processes and best practices to streamline service delivery and support.

Information Security and Compliance:

Develop and implement information security policies, procedures, and controls to protect against cybersecurity threats and data breaches.

Ensure compliance with data protection regulations, privacy laws, and industry standards.

IT Project Management:

Lead IT projects and initiatives from initiation through to completion, ensuring delivery on time, within budget, and according to scope.

Establish project management methodologies and governance frameworks to manage project risks and dependencies.

Vendor and Contract Management:

Manage relationships with technology vendors and service providers, including contract negotiations, service level agreements (SLAs), and performance reviews.

Evaluate and select third-party solutions and services to meet the Organisation's IT needs.

Digital Transformation Initiatives:

Drive digital transformation initiatives to leverage technology for innovation, efficiency, and competitive advantage.

Identify opportunities to enhance business processes and operations through the adoption of digital technologies.

Stakeholder Engagement:
Collaborate with senior leadership, department heads, and other stakeholders to understand their technology needs and priorities.

Communicate IT strategy, priorities, and initiatives to stakeholders and solicit feedback and input.

Budget and Resource Management:
Develop and manage the IT department budget, including forecasting, budgeting, and financial reporting.

Allocate resources effectively to support IT projects and operations while optimising costs.

Continuous Improvement:
Identify opportunities for process improvement and optimisation in IT practices, systems, and workflows.

Stay updated on emerging technologies, trends, and best practices in IT management and governance.

Chief Information Officer

Information Strategy

Working Life

As the Chief Information Officer (CIO) in a dynamic organisational setting, you occupy a pivotal role in shaping the strategic direction and governance of information technology (IT) systems and resources. Your position involves overseeing the entire spectrum of IT functions, aligning technological investments with organisational objectives, and spearheading initiatives to enhance operational efficiency and innovation.

Responsibilities

What Will Your Responsibilities Include? What Are Your Tasks Likely to Include?

- **Impact:** Your leadership directly influences the organisation's ability to harness technology for competitive advantage, operational excellence, and sustainable growth.
- **Ownership:** You assume responsibility for the overall management and performance of IT operations, including infrastructure, applications, security, and compliance.
- **Autonomy, Judgement, Decision-making:** You exercise autonomy and sound judgement in setting IT strategy, evaluating technological investments, and making critical decisions to address evolving business needs.
- **Relationships:** Establishing and nurturing effective relationships with internal stakeholders, external partners, and vendors is paramount to understanding business requirements, fostering collaboration, and driving successful IT outcomes.
- **Leadership:** Providing strategic guidance and direction to IT teams, you cultivate a culture of innovation, collaboration, and continuous improvement, ensuring alignment with organisational goals.
- **Potential Job Titles:** Director of IT, Chief Data Officer (CDO) or Chief Technology Officer (CTO)
- **Pay Bands:** Pay for Chief Information Officer in education can vary depending on factors such as experience, qualifications, and the specific responsibilities of the role, but typically fall within the salary ranges within the executive staff spectrum. With some organisations paying this role £80k (based on 2024 rates) annually.

Reporting To

You report directly to the Chief Executive Officer (CEO) or the Board of Directors, serving as a key advisor on all matters pertaining to IT strategy, governance, and performance.

Knowledge

What Core, Related, and Wider Knowledge Is Important for Working in this Specialism?

- **Core Knowledge:** Expertise in IT strategy, cybersecurity, data management, and emerging technologies is essential for the role of Chief Information Officer. This foundational understanding enables effective decision-making and strategic planning aligned with organisational goals.
- **Related Knowledge:** A deep understanding of industry regulations, compliance standards, and market trends complements core knowledge. This includes familiarity with data protection regulations, cybersecurity best practices, and IT governance frameworks.
- **Wider Knowledge:** Awareness of economic trends, regulatory landscapes, and ethical considerations is necessary. Understanding external factors' impact on IT strategy and operations informs decision-making and fosters stakeholder trust.

Skills

What Personal Attributes Might You Need? What Specialist Skills Are Important?

- **Personal Attributes:** Strong leadership, strategic vision, excellent communication, and influential stakeholder management skills are essential attributes for success in this role.
- **Specialist Skills:** Proficiency in IT governance frameworks, risk management, vendor management, and financial acumen are critical, alongside a keen ability to translate technical concepts into business value.
- **Experience:** Extensive experience in senior IT leadership roles within complex organisations, with a proven track record of driving digital transformation, fostering innovation, and delivering measurable business outcomes.

Moving On

What Other Roles Might You Progress to from This Specialism?

- **Linked Specialisms:** Executive leadership, digital transformation, IT governance.
- **Moving On:** With experience and further professional development, you may progress to higher executive roles such as Chief Executive Officer (CEO) or pursue opportunities in specialised areas such as IT governance consulting or advisory services.
- **With Experience:** Within the IT domain, progression may lead to roles such as Chief Technology Officer (CTO), Chief Digital Officer (CDO), or Chief Operating Officer (COO).

Qualifications

Which Certifications, Qualifications and Soft-Skills Are Relevant to Roles in This Specialism?

- Bachelor degree in information management, Data Science, Business Analytics, or a related field.
- Proven experience in information management, business intelligence, or data analytics leadership roles.
- Strong understanding of data governance, information architecture, and data analytics concepts and methodologies.

- Substantial experience in progressively responsible IT leadership roles, preferably within a range of educational establishments, is essential to demonstrate proficiency and credibility in the role.
- Excellent leadership, communication, and stakeholder management skills.

Roles That Could Be Included in the Job Description

IT Strategy and Planning

Develop and implement strategic IT plans aligned with organisational goals and objectives.

Define IT roadmaps and initiatives to drive innovation, efficiency, and competitive advantage.

Technology Infrastructure Management

Oversee the design, implementation, and maintenance of robust IT infrastructure, including networks, servers, and storage systems.

Ensure the scalability, reliability, and security of technology infrastructure to support business operations.

IT Operations and Service Delivery

Manage IT operations, including help desk support, system administration, and incident management, to ensure uninterrupted service delivery.

Implement IT service management processes and best practices to enhance service quality and user satisfaction.

Information Security and Risk Management

Develop and enforce information security policies, procedures, and controls to protect against cybersecurity threats and data breaches.

Conduct risk assessments and implement risk mitigation strategies to safeguard sensitive information and ensure regulatory compliance.

Business Continuity Planning and Disaster Recovery

Develop and maintain business continuity and disaster recovery plans to mitigate the impact of unforeseen events on IT systems and operations.

Test and validate recovery procedures regularly to ensure business resilience and minimise downtime.

Vendor and Contract Management

Evaluate and select technology vendors and service providers, negotiate contracts, and manage vendor relationships to ensure cost-effective and high-quality services.

Monitor vendor performance, enforce service level agreements (SLAs), and resolve contract disputes as necessary.

Digital Transformation Initiatives

Lead digital transformation initiatives to leverage technology for innovation, efficiency, and improved customer experiences.

Identify opportunities to digitize business processes, streamline operations, and drive organisational growth through the adoption of digital technologies.

Stakeholder Engagement and Relationship Management

Collaborate with internal stakeholders, including senior leadership, department heads, and end-users, to understand their technology needs and priorities.

Build and maintain effective relationships with external partners, regulatory bodies, and industry associations to foster collaboration and drive strategic initiatives.

Budget and Resource Allocation

Develop and manage the IT department budget, allocate resources effectively, and track expenditures to ensure financial sustainability and alignment with organisational objectives.

Prioritise IT investments based on business needs, return on investment (ROI), and risk assessments to optimise resource allocation.

Performance Monitoring and Continuous Improvement

Establish key performance indicators (KPIs) and metrics to measure IT performance and effectiveness.

Implement continuous improvement initiatives to enhance IT processes, systems, and services based on performance data and stakeholder feedback.