

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	
Job Title:	L4 Data Analyst Apprentice – (Quality of Education Data and Performance)
Reports to:	Data and Performance Manager
Grade	Apprenticeship Rate
Date of compilation:	May 2022

SPECIFIC ROLE RESPONSIBILITIES:

- Work with stakeholders to identify information requirements and establish reporting needs.
- Identify, compile, cleanse and utilise data from a range of different sources, ensuring consistency, quality and accuracy.
- Develop and produce reports and dashboards to monitor performance, identify risks and opportunities.
- Identify, analyse and interpret trends or patterns in data sets.
- Summarise and present the results of data analysis activities to a range of stakeholders, making recommendations to improve performance.
- Support colleagues to understand and draw meaningful conclusions from data to inform evidence-based decision making.
- Prepare, analyse and utilise a range of information and data to produce reports and inform strategies for improvement consistent with the Leeds City College and Luminate Education Group values and provide an evidence base for progress and performance in Quality of Education.
- To exercise absolute integrity with respect to confidential matters and manage regular accuracy checks of all data within the directorate, maintaining data standards and relevant legislation, including adherence to GDPR.
- Contribute to data project evaluations and reviews to ensure important lessons are learned and captures to inform future data projects.
- To deliver a culture of excellent customer service and implement and act upon appropriate service delivery targets.
- Where needed and in a business support role, contribute to the 'I'm In' culture across college and support events, e.g. enrolment, GCSE exams, marketing open days and awards events.
- Carry out any other duties commensurate with the level of the post, which may be required from time to time.

CORE RESPONSIBILITIES:

- Support the development of staff skills and confidence to effectively utilise Quality of Education Data and systems, through design and delivery of bespoke training and professional learning activities.
- Be a point of contact for support and queries relating to Quality of Education information systems and data.
- Carry out data administrative tasks and produce reports as requested for the Quality of Education Directorate.
- Promote and contribute to the development of a mutually respectful and supportive team ethos within the Quality of Education Directorate.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Level 4 Data Analyst Apprentice
Department	Quality of Education

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Relevant Level 3 qualifications or equivalent professional experience in related subject (e.g. Maths, ICT, computer science)	A
E	Q2. Level 2 in English and Maths	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Knowledge and experience of using IT in a business context e.g Microsoft or Google Workspace	A / I
E	EK2. The ability to communicate effectively, both written and verbally with people at all levels of an organisation.	A / I
D	EK3. Knowledge or experience of working with data e.g. spreadsheets, databases or analytic tools	A / I / T

D	EK4. Experience of prioritising and working to deadlines	A / I
D	EK5. Experience of working effectively within a team	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent mathematical skills and attention to detail	A / I / T
E	SC2. Strong problem-solving skills	A / I / T
E	SC3. Excellent IT skills	A / I / T
E	SC4. Excellent communication skills	A / I
E	SC5. Self-starter who works on own initiative and shows innovation	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I