



TLET Central
Trust Data Lead



ASHLAWN
SCHOOL

Job Description and Person Specification

Welcome from the CEO

Thank you for expressing an interest in working for TLET. This recruitment pack sets out to give you an idea of what it is like to be part of the TLET family – as a leader, teacher, support staff, or a member of our central team – each of our employees has a vital role to play across our organisation.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role.

Ultimately it matters to us that everyone who works for TLET feels a sense of belonging and fulfilment in their role.

We hope that you will be inspired to apply for one of our current positions and look forward to meeting you soon.



Helen Stevenson
Chief Executive Officer

About the Role

Thank you for your interest in the position of Trust Data Lead at TLET.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

TLET is recruiting a Trust Data Lead to support the Trust in its commitment to the continuous improvement of its schools through the analysis and evaluation of key metrics, including the Trust's strategic performance indicators and external benchmarking data and supporting Trust Leaders to risk assess and inform support across our schools.

The post requires a clear understanding of the Trust's management information systems, ensuring that these support the efficient operation of the Trust and its schools.

The successful candidate will be able to communicate clearly and effectively with all key stakeholders.

You will become part of a strong, cohesive and highly collaborative central team, united by a shared commitment to driving continuous improvement across the Trust and its schools. Working alongside passionate and forward-thinking colleagues, you will play a key role in shaping data strategy and insight that supports better outcomes for all pupils we serve. The team is ambitious, supportive and excited about the opportunities ahead, with a clear focus on ensuring every school and every child can thrive.

The post is very rewarding and is ideally suited to someone who has a strong analytical mindset, excellent attention to detail, and a passion for using data to drive improvement across all areas of the organisation.

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate individual with knowledge and experience of leadership, please apply now to be considered for an interview.

Why work for TLET?

- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits

- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at TLET. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Central Team
Job Title:	Trust Data Lead
Contract	Permanent Central Pay Scale 2.2 £30,024.00 FTE
Responsible to:	Director of Education
Key relationships/Liaison with:	Executive Team Trustees Executive Principals Heads of School
Job purpose:	<p>To develop, implement and oversee the Trust's data system to support high-quality, timely and effective Trust-level reporting, providing advice and guidance to school and Trust leaders as required. The post will support the Trust in its commitment to the continuous improvement of its schools through the analysis and evaluation of key metrics, including external benchmarking data and supporting Trust Leaders to risk assess and inform support across our schools.</p> <p>You will use systems and tooling to simplify data and communicate visualisations and insights to key stakeholders.</p> <p>The post-holder will also have strategic oversight of the Trust's management information systems, ensuring that these support the efficient operation of the Trust and its schools.</p> <p>Working with relevant colleagues from the Central Team and the Trust's schools, the post-holder will also support the development and implementation of the Trust's assessment strategy.</p>
MAIN ROLE AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Ensure smooth mechanisms for central collation of data from the family of schools and oversee the implementation of this and the development of a central data dashboard to include the following: <ul style="list-style-type: none"> ○ Assessment and Progress at all key stages (EYFS to KS5) ○ Student Attendance 	

- Behaviour, Suspension and Permanent Exclusion
 - Analysis of performance of sub-groups with a particular focus on SEND and Disadvantaged
 - Safeguarding and wellbeing
 - School demographics
 - Use and impact of alternative provision
 - Participation in extra-curricular provision
 - Other performance measures, for example use of supply staff, staff retention etc.
- Work collaboratively with Trust Leaders to track, interpret and disseminate attainment, progress and other key school performance data against agreed targets and recommend next steps as required.
 - With relevant leaders, establish other appropriate quality measures for tracking that support the Trust's strategic vision
 - Support individual schools to develop robust, accurate and consistent systems for data collection and analysis; including on-site training and the production of central guidance materials.
 - Ensure rapid and intelligent reporting to Trust and School leaders on both routine and bespoke analyses.
 - Have oversight of the completion of relevant statutory returns, including the school census in collaboration with school leaders
 - Work collaboratively with the Director of Education to develop the Trust's Data and Assessment Strategy.
 - Oversee the operation of the Trust's management information systems, to include supporting the project management of the implementation of any new systems. Work in partnership with the Trust's IT team to ensure that management information systems are functional and secure.
 - In conjunction with school leads for exams and data, provide support and guidance to Exams Officers across the Trust to ensure relevant examination board requirements are met.
 - Remain up to date with changes in the national policy, including changes in DfE performance tables and national headline measures of pupil outcomes across all key stages and advise leaders accordingly.
 - Ensure that data capture systems are GDPR compliant and work with Trust and Academy GDPR leads as appropriate.
 - Provide support and guidance to colleagues in schools in the production of the school timetable.
 - Provide support to data, MIS, and exams colleagues across the Trust.

Other Duties

- Reporting to the CEO and the Board as required on performance across areas of

responsibility including analysis and commentary of KPIs and reporting against strategic plan targets.

- Liaise with Ofsted, DfE, and other agencies as required.
- Work collaboratively with all other service areas, as appropriate.
- To attend local, regional and national events as required
- Be responsive to the needs of each academy and undertake specific tasks at the direction of the CEO.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor, and review health and safety within areas of personal control.
- To participate in the Trust's Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents, and colleagues.

NOTE: In addition, other duties at no higher level of responsibility may be interchanged with or added to this list as required. This job description may be amended at any time in consultation with the postholder.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

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

Person Specification

Job Title: Trust Data Lead
Responsible to: Director of Education

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Evidence of CPD relevant to the post 	<ul style="list-style-type: none"> Qualified to degree level in a relevant discipline
Experience	<ul style="list-style-type: none"> Extensive experience of identifying and implementing data capture systems in a complex reporting environment. Experience of software systems to develop high-quality central dashboards which draw on data from multiple sources. Experience of analysing and evaluating data to inform interventions and improve performance Experience of working with a wide range of stakeholders to establish new performance measures and agree mechanisms for recording them. Experience of working in settings where accountability for performance is held by a range of people at different levels within a group structure. Experienced in overseeing the operation of key management information systems Experience of custom report writing Experience of deploying measures to ensure the integrity of data 	<ul style="list-style-type: none"> Experience of leading the data system within a school or similar setting. Experience of being an exams officer within a school or college setting Experience of producing the school timetable Experience of line managing colleagues, supporting their professional development and coordinating their work as necessary.

<p>Knowledge/Skills (Ability to)</p>	<ul style="list-style-type: none"> • Knowledge and understanding of the key performance indicators of schools from EYFS to KS5 • Ability to present data and insights in a clear and concise way to a range of stakeholders with different levels of experience to promote understanding. • Advanced Microsoft Excel user • Ability to apply creativity and innovation when developing reporting strategies • Understanding of the requirements of the GDPR as relevant to the role • High levels of technical skills developed through programming, information analysis or information system development 	<ul style="list-style-type: none"> • Knowledge of safer recruitment in accordance with Keeping Children Safe in Education • Extensive knowledge of management information systems in a school setting, including SIMS • Understanding of the requirements of examination boards as relevant to schools within the Trust. • An understanding of the principles and characteristics of effective schools
<p>Other</p>	<ul style="list-style-type: none"> • Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' • Compliance and adherence to the document 'Guidance for Conduct' • Commitment to undertake further ongoing training and professional development • Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment) 	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 05 June 2026
- **Closing date:** 24 June 2026
- **Final shortlisting:** TBC
- **Final panel process:** TBC