



ICT and Data Technician

Information Pack
February 2012



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Dear applicant,

Thank you for taking the time to find out more about Charter Academy in Portsmouth and the possibility of working here. Included in this information pack is information about the academy, ARK Schools (who sponsor the academy) and the role of ICT and Data Technician.

As Principal of the academy I would like to encourage you to apply for this post. I aim to establish an academy with an outstanding staff team who are committed, skilled and passionate about their work and dedicated to helping young people succeed. I believe this is an exciting opportunity to help create an excellent Church of England academy in the heart of Portsmouth.

The academy is currently looking for an exceptional ICT and Data Technician to join its growing staff team and provide a responsive IT support service to academy staff, and maintain up to date records of student details. The successful candidate will need to ensure the efficient functioning of all workstations, laptops and other locally installed hardware, software and network applications. They will also be required to ensure that all student personal and assessment details are kept both accurately and confidentially.

The ICT and Data Technician will be a crucial member of the staff team, and given the importance of ICT and Data within the academy and during the academy's growth in the years ahead, this role represents an excellent development opportunity.

The successful candidate will be qualified to A Level or equivalent and possess an IT related qualification. They will be a confident communicator and be able to skillfully handle, analyse and interpret information and have experience of resolving network issues and faults with Microsoft Windows and other software packages.

To find out more please visit our website at www.charteracademy.org. To apply, please complete the application form at <https://application.arkschools.net/?r=b7SYbWQN> by **9:00 am on Monday 20th February**. If you have any queries please contact Holly Harris on 0203 116 0894 or holly.harris@arkonline.org.

I wish you the best with your application.

Yours sincerely,



Dame Sharon Hollows
Principal, Charter Academy



About Charter Academy

Charter Academy opened in September 2009, replacing St Luke's C of E School. Charter Academy's ambition is to offer its students outstanding academic opportunities. Charter Academy is a mixed, non-selective school, offering places to 11 to 16 year olds. We will open a sixth form when our new buildings are completed, so that Charter students can continue their studies to age 18.



We are a specialist mathematics and performing arts (including music) academy. We offer first class tuition and opportunities in these as in other subjects.

We expect our students to leave Charter Academy with the confidence, qualifications and understanding to enable them to achieve their ambitions and make real choices about their future.

We provide:

- A stretching and innovative curriculum that meets the needs of each student
- Regular, careful review and assessment of every student's progress and needs, with tailored support for each child
- High expectations of commitment from students, staff and parents
- Excellent standards of conduct – including dress
- A dynamic and imaginative extracurricular programme
- Facilities that foster excellence in teaching and learning
- A safe, caring environment where respect and consideration are taught and valued

We are a Church of England school and as such promote the Christian ethos. We do, however, welcome students of all faiths and of none. We value our students regardless of faith.

Charter Academy has the highest ambitions for all its students. With the right teaching and support every child can realise their potential.

We will do everything possible to ensure that every student achieves their targeted expectations year on year. We won't accept excuses and we won't make any either.

- **Extra time** Students have almost 31 hours in school each week, approximately five hours more than most schools. This extra time enables us to personalise the learning programme and the support we offer to each of our students. By extending our school day, providing residential learning opportunities and by taking homework seriously we create more time for learning.
- **Extra classes** All students have access to a number of high quality extra classes including extra numeracy or literacy where these are needed, as well as drama, music, languages, dance, art, science, cooking, library, psychology, choir and horticulture. Our range of sports activities includes: basketball, badminton, football, swimming, kayaking, cheer leading, boxing, table tennis and PE theory. There are many other specialised classes at different times of the academic year.

About ARK Schools

ARK Schools runs a network of eleven academies in London, Portsmouth and Birmingham. ARK Schools was created in 2004 to work with the Department for Education and local authorities to create new schools offering exceptional opportunities to children in inner cities through the academies programme.

Our aim is to help close the achievement gap between children from disadvantaged and more affluent backgrounds. Our academies focus on raising attainment so that every pupil has a real choice of going on to higher education when they complete school. Our schools are non-selective, community schools for local children. They are non-denominational other than where they replace a school that previously had a religious affiliation. ARK's academies are generally situated in deprived urban areas – just under half of pupils at ARK secondary schools are on free school meals, compared to around 15% nationally.

The ARK Schools Network

ACADEMY	BOROUGH	OPENED	AGE	OFSTED	
				Predecessor school	Section 5 inspection
Burlington Danes	Hammersmith	2006	11-18	Special measures	Good
King Solomon	Westminster	2007	3-18	New school N/A	Outstanding
Walworth	Southwark	2007	11-18	Satisfactory	Good (with outstanding capacity to improve)
Globe	Southwark	2008	3-18	Special measures	Good (with outstanding capacity to improve)
Evelyn Grace	Lambeth	2008	11-18	New school N/A	Satisfactory
Ark	Brent	2008	3-18	New school N/A	Outstanding
Charter	Portsmouth	2009	11-18	Notice to improve	Good (monitoring visit)
St Alban's	Birmingham	2009	11-18	Good	Outstanding
ARK Atwood Primary	Westminster	2011	3 – 11	New school N/A	Pending
ARK Conway Primary	Hammersmith	2011	3 – 11	New school N/A	Pending
ARK Oval Primary	Croydon	2011	3 – 11	Special Measures	Pending

New schools: ARK is working with a number of governing bodies on proposals to open new primary academies in and outside London. We expect to open four secondary schools in 2012: Isaac Newton Academy in Redbridge and Bolingbroke Academy in Wandsworth, London, are new schools and Kings Norton High School in Birmingham and Elliott School in Wandsworth, both intend to convert to being ARK sponsored academies.

Our Vision

Our vision is to create a group of outstanding schools that radically improve our pupils' life chances. We want every pupil at an ARK academy to do well enough by the age of 18 to go to university or pursue the career of their choice. To achieve this we prioritise six key principles across our schools:

1. HIGH EXPECTATIONS

We set exceptionally high expectations for all our pupils which we reinforce constantly as they go through school. We believe every child can realise their potential with the right teaching and support.

2. EXEMPLARY BEHAVIOUR

Our schools are characterised by a respectful and orderly environment, where teachers can focus on teaching and pupils on learning.

All our schools aim for uninterrupted teaching and learning to make exceptional achievement possible. We don't accept excuses and we don't make any either.

3. EXCELLENT TEACHING

Nothing is more important than excellent teaching, underpinned by high quality professional development. We make intelligent and appropriate use of data to improve teaching and the curriculum and to ensure that no child is left behind. We draw on evidence and experience of the best ways to achieve excellent outcomes for all children.

4. MORE TIME FOR LEARNING

Our longer school day provides more time to embed core subjects and to extend the curriculum through enrichment. Our curriculum is planned to provide pathways from any level at entry to high achievement at exit.

5. DEPTH BEFORE BREADTH

A strong command of English and mathematics is a vital foundation for the whole curriculum. We prioritise depth before breadth, so that all pupils secure firm foundations in these core subjects as early as possible.

6. SMALL SCHOOLS

ARK academies are organised as small schools so that every pupil knows and is known well by every teacher within their small school. Positive relationships between pupils reinforce a culture of excellent behaviour and commitment to learning.

Achievement to Date

Secondary results

ARK Schools has secured a fifth year of improved GCSE performances across its academies. ARK's five academies with GCSE results achieved an average rise of 11 percentage points over last year. Since each school opened as an ARK academy the average annual increase in pupils achieving five GCSEs at A*-C including English and mathematics is also 11 percentage points.

ARK academies are now outperforming national attainment in the key subjects of English and mathematics. In mathematics, 73% of ARK pupils achieve A*-Cs compared with 59% of pupils nationally. In English 69% of all ARK pupils now achieve A*-C grades, compared with 65% nationally. Overall 61% of our pupils achieved five good GCSEs with English and maths, ahead of the national level of attainment (58%, 2011).

% pupils passing 5 GCSEs A* - C (including English and Maths)	Opened	2009	2010	2011	Percentage point increase 2010 - 2011	Average annual percentage point increase since opening as ARK academy
Burlington Danes	2006	50	67	75	8	9
Walworth	2007	45	59	70	11	11
Globe	2008	35	42	45	3	6
St Alban's	2009	31*	50	67	17	19
Charter	2009	21*	24	39	15	9
Average across ARK Schools					11	11

*Denotes result for predecessor school

Primary results

- At King Solomon, Ark and Globe Academies key stage one pupils achieved results well above local and national averages in every subject in 2011. Despite starting from relatively low baselines, an average of 68% of pupils reached level 2a across their subjects, compared with 43% of pupils in primary schools nationally.
- In Globe Academy 93% of pupils achieved Level 4+ in English and maths - 10% above the national average.
- King Solomon Academy and Ark Academy are both rated as 'outstanding' by Ofsted.

Sixth form results

- More than two thirds of ARK's first Sixth Form cohort, at Burlington Danes Academy, secured places at their first choice university. Students are going to leading institutions including Warwick, Bristol and King's College London.

ARK Schools staff benefits

We are committed to recruiting, developing and supporting excellent staff within the network. Alongside our continued focus on professional development through the Summit, Hub Days and the Training Menu we also offer a variety of other benefits. These benefits have been chosen to help our employees develop professionally, plan their finances and look after their wellbeing.

ARK Rewards – ARK Schools has a discount scheme for all employees. Employees can access up to £1,000 in savings a year from over 3,000 major retailers, receive up to 40% discounts at a wide variety of gyms and sign up for a money back healthcare programme.

- **Discounts** – Save up to £1,000 a year through store discount cards, or cashback with online shopping.
- **GymFlex** – Save up to 40% at your local gym.
- **Healthcare** – This low cost plan gives you money back towards the cost of your optical bills, dental costs and consultations.

Interest Free Loans – ARK Schools offers employees up to £5,000 in interest free loans for season ticket or bicycle purchases.

Childcare Vouchers – All employees are eligible for tax free childcare vouchers as part of a salary sacrifice scheme.

International development opportunities – In spring 2011 the mathematics leads from across the network visited Singapore in order to examine and share best practice. There have also been on several other trips this year – the staff from King Solomon Academy visited the best charter schools in New York and the primary leaders from across the network also visited various charter schools in New Orleans.

Suggest a Candidate Scheme – ARK Schools rewards employees for nominating candidates who are successful in being offered (and accepting) a role in an ARK School.

Job Description: ICT and Data Technician

Reports to: Director of ICT Network & Data Information
Start date: April 2012
Hours: 36 per week, all year round
Salary: £16,999 per annum (point 17, band 5)

The Role

To maintain up to date records of students personal and assessment details, ensuring that the information kept is both accurate and confidential.

To provide a responsive support service to academy staff and students, logging all support requests and ensuring the efficient functioning of all workstations, laptops and other locally installed hardware.

Key responsibilities

ICT

- To undertake technical tasks on networked computers
- To unpack and install ICT equipment such as new computers and peripherals and enter all new equipment in to an inventory file
- To ensure the security of the network, by means such as ensuring that anti-virus software remains up to date and operating system updates are installed as needed, and to ensure that access by students is monitored as directed to maintain child protection and school policies
- To carry out day to day maintenance of the networks and ICT equipment
- To contribute to daily and weekly scheduled technical tasks, such as backing up data and checking for issues with equipment etc
- To check and re-fill printer toner and cartridges
- Add and delete new users and manage access rights and password control within agreed security parameters
- To support and maintain the website/intranet/virtual learning environment
- To report any breaches of the Schools acceptable use policy and data security policy to the Director of ICT & Data
- To participate in the training of teaching and administrative staff
- To provide classroom support for basic operation of computers, peripherals and software

Data

- Support the schools Management Information System
- Recording of all Student Assessment Data and distribution as required
- To assist in end of year procedures
- Assist in the preparation of data analysis reports
- To assist in the updating of timetables and class changes
- Data entry and retrieval from the CMIS database as and when appropriate
- Creation of teaching groups
- To assist with daily cover in the absence of the cover administrator
- To ensure all request are tracked and recorded on the IT & Data help desk systems

Person Specification: ICT and Data Technician

Qualification Criteria

- 5 GCSEs A-C including maths and English
- Qualified to A level or equivalent, with an IT related qualification
- Any industry recognised qualifications such as CCNA, MSCE would be preferable
- Right to work in the UK

Behaviours

Approach to Work

- An attitude of personal responsibility for own actions and organisational outcomes
- Self- motivated, and resilient, with the ability to work calmly under pressure
- A team player, with a positive outlook, who is ready to get involved with issues and projects across the IT team
- A flexible attitude towards working hours, and a willingness to support colleagues

Knowledge and skills

- Knowledge of IT systems and the trends within the IT marketplace
- Knowledge of IP networks and the various components used within the network
- Able to skilfully handle, analyse and interpret information
- Strong communication skills, both written and oral, in particular when liaising with non-technical colleagues

Other

- This post is subject to an enhanced Criminal Records Bureau check
- Charter Academy is committed to safeguarding children

ARK Schools, Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Longlisted candidates will be subject to a screening interview at ARK. Those shortlisted will take part in an in-depth interview process including a lesson observation.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.