



Department  
for Education

## STAR CHAMBER SCRUTINY BOARD

### PERSON SPECIFICATION / ROLE INFORMATION: School Heads, Senior Leaders and Senior Data / Business Managers

#### Introduction

The [Star Chamber Scrutiny Board](#) (SCSB) is a panel of external partners from local authorities, schools and Ofsted who review all Department for Education (DfE) data collection proposals relating to services for children, schools and families.

Star Chamber exists as a gateway process and looks to ensure that all new DfE data collections, or revisions to existing collections, are feasible, necessary, provide value for money and are timed to add as small a burden to the front line as possible.

The SCSB currently has vacancies for school-based representatives (headteachers, senior leaders or senior data/business managers).

#### Key responsibilities of Scrutiny Board members

The SCSB meets once a month, usually on the first Thursday apart from August when there is no meeting. Its prime purpose is to look at business cases for new or amended data collections. The Board has full authority to decide whether these collections can proceed after considering issues around technical feasibility, value for money, relevance, timing and collection methodology. The Board also has a secondary role in providing strategic input on a variety of data-related matters affecting the Department.

The SCSB does not have a remit to consider the Department's policy intent or research programme as both have their own review mechanisms.

#### Person specification (School representatives)

A Board member's term of office remains dependent upon their ability to fulfil the requirements of the role. A school member of the SCSB should be:

- a head teacher, a senior leader or a senior data/business manager;
- currently responsible for collecting, managing and sharing school data;
- understanding of the need to collect data from schools and the wider strategic benefits this can bring not only to the department but to the sector;
- confident to challenge the way things are done and able to identify solutions for improvement;
- committed to reducing bureaucracy around data collection, to effective use of resources, and to real partnership working; and

- able to take part in most scheduled meetings including ad hoc meetings (via teleconference) where your area of expertise is required

It is essential that an interested person should be in a position to participate in the majority of monthly meetings and to devote time for associated preparation. Meetings are held in London and reasonable, standard class travel expenses are paid. Membership is devolved to the individual who is expected to represent the sector rather than their individual school; there is no requirement for a deputy to attend in a member's absence. Due to the time commitment, the successful individual(s) will need to ensure that their school is agreeable to their membership.

### Specialisms and gaps

The Board's current membership covers a wide range of specialisms including:

- technical and management knowledge of school and LA management information systems and related software packages;
- process knowledge of statutory and non-statutory returns made by schools and LAs;
- management of resources relating to the data collection function within LAs;
- the use of data in the performance management of children's services;
- quality assurance.

Whilst we encourage applications from all areas, we would particularly welcome applicants from:

- multi-academy trusts;
- free schools and academies;
- a background in finance or with an understanding of school financial data returns.

### Benefits of membership

Membership of the SCSB can provide a unique opportunity for personal and career development. It allows a unique opportunity to be involved in managing and directly influencing the data burden placed on schools and to understand why such requests are made.

Members also benefit from belonging to a network of children's data professionals with a broad range of skills, knowledge and experience. Working at a national level as part of the SCSB also enhances the profile of the member and of their school.

### How to apply / further details

Individuals who are interested in the role should send a short summary (maximum two sides of A4 paper) detailing their experience and what they can bring to the role along with details of how they can fulfil the commitment described above. If applicants are not a headteacher then the written agreement of their head will be required before membership can be confirmed.

**Applications should be made by email to:**

[StarChamber.MAILBOX@education.gov.uk](mailto:StarChamber.MAILBOX@education.gov.uk).

All applications will be acknowledged and will be considered by the Chair of the Star Chamber Scrutiny Board. This email address can also be used for any queries about the role.

An informal telephone discussion will be arranged for short listed applicants to discuss the role and to ensure their suitability. Further details will be provided to successful candidates.

**Closing date for applications is Friday 27<sup>th</sup> April 2017**

NAHT and ASCL role in nominations

When a school vacancy arises the Star Chamber Secretariat will contact both the NAHT and the ASCL to invite the submission of names and details of possible candidates. These organisations are asked to share details of vacancies through their networks.

The unions will be notified the names of the successful applicant(s).

The Star Chamber secretariat will also use a number of other routes to approach potential candidates and seek applications from suitably qualified individuals.

For further information, please contact us:

Email: [StarChamber.MAILBOX@education.gov.uk](mailto:StarChamber.MAILBOX@education.gov.uk)

Website: <https://www.gov.uk/government/groups/star-chamber-scrutiny-board>