CHENEY SCHOOL - JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Data Team Leader | **Department**   | Data |
| **Reporting to** | Assistant Head | **Hours per week** | 37 hrs/week Full Time |
| **Grade** | Grade 10 with R and R for suitable applicants | **Hours of Work** | Negotiable |

Principal Responsibilities

Explore and develop the schools use of SIMS.

Working with leadership team on all aspects of timetable.

Line management of the Data Team.
Census returns.

Storage, manipulation and analysis of student data as required by the school’s Leadership team.
Support the leadership team in the use of national, local and academy data effectively to target, track, monitor, evaluate and analyse.

# Key Tasks

# New students

Create a project timetable for new student intake with Head of Year and Leadership Team

Liaise and co-ordinate the receipt of all aspects of data. This will include the students starting in September of Year 7 and students arriving at other points during their school career.

Recording all aspects of achievement data for new students.

Checking for missing achievement data and filling gaps by contacting other schools or agencies.

Filling gaps in assessment data with additional testing on intake as necessary.

Distribution of this data in a format suitable for HoY, HoD or individual teachers.
Create new student timetables.

**Census**

Plan for and attend training for completion of census returns.

Train staff in the work required to complete the census and correct errors in their specific areas

Maintain a record of census returns signed by those responsible for each area.

Understand budget implications of census

**Timetable for new academic year**
Work with Leadership Team to design the options process (KS4 and KS5), advising and overseeing the implementation.

Work with Leadership Team to draw up a Curriculum Plan and troubleshoot where necessary.

Inputting of Curriculum Diagram into Nova-T6, considering constraints with Leadership Team.

Entry of Restrictions and Constraints into Nova-T6.

Work with team on set-up and maintenance of Course Manager.

Scheduling of Timetable for new School Year.

Production of Timetable for staff.

Collecting student grouping information from Heads of Faculty, setting suitable deadlines and providing relevant data to support the process.

Oversee systems for data entry, checking and production of student timetables.

**Timetable maintenance**

General amendments to timetable as they occur throughout the School Year.

Advising Assistant Heads of Year on the process when a new student timetable is needed, ensuring that relevant data is collected and the curriculum is understood.

**Reporting**

Train and advise staff on the best use of 4Matrix, Go4Schools and other relevant packages.

# Examinations

Work closely with Examinations Manager to produce analysis of KS4 and post 16 qualifications prior to and on examinations results days.

This will include analysis by class, teacher, sub-groups and whole cohort to be available for the start of each academic year following results.

Training and advising Examinations Manager on assessment related issues.

**Cover**Generate reports to assist with monitoring cover budget and make recommendations for potential savings.

Apply cover arrangements for teaching staff and associated administrative processes linked to staff absence as required (only occasional).

## Tracking and Analysis

Research national requirements for target setting and best practice in monitoring student progress towards these.

Liaise with other schools regarding innovative uses of SIMS, 4Matrix, Go4Schools and other relevant packages.

Train staff to access summaries of students’ achievement data.

Produce summaries of data which will be used by Leadership team to check the progress of each year group towards the school targets or to plan for course choices.

Support identification of groups needing interventions and explore links with attendance.

Use data to identify students for Gifted and Talented register as directed by school coordinator.

Present finding to a variety of audiences.

Produce summaries and analysis for Leadership team and Governors of various aspects of data including attendance, exclusions, achievement, background and cover.

**Training**

Training of staff, particularly Heads of Faculty and Heads of Years, in use of SIMS.

Training of Admin Staff in use of SIMS.

Support for Staff in use of SIMS and other exams analysis software throughout the year.

**Management and other**

Line manage members of the Data Team, and data aspects of the work of the Exams Assistant and Senior Cover Supervisor

Produce, communicate and maintain a Duty rota for before school, break, lunch and after school duties using staff as advised by HR and Leadership team.

**General**

Contribute to the overall ethos/work/aims of the school.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure equal opportunities for all.

Appreciate and support the role of other professionals.

Attend and participate in relevant meetings as required.

Participate in training and other learning activities and performance development as required.