



Reports To: Principal

Why	Job Summary The oversight and management of SIMS and academy data systems to provide technical direction, advice and leadership for data related services, ensuring longer term strategic goals are met	
What	Main Responsibilities <ul style="list-style-type: none"> • Lead and line manage the work of a small team. • Oversee, maintain and develop the effective use of SIMS across the academy including; SIMS Assessment Manager, Behaviour Modules and other modules to support staff in their day to day use of the system. • Work in collaboration with senior staff, contribute to the continual development of SIMS and other systems in relation to data collection, analysis, target setting, reporting, staff performance. • Accurately maintain and update all aspects of the SIMS database for pupils including transition into Year 7, sixth form and in year admissions. • Accurately maintain and update all aspects of the SIMS database for staff information. • Further develop the provision and use of all learner assessment and progress data for the purposes of planning, grade tracking and analysis to best provide the most efficient and user friendly systems to support learning and progress. • Maintain, organise and develop these systems in respect of all assessment data, including the creation and maintenance of results, grade sets, mark sheets, templates and trackers. • Manage and deliver specialist training to staff. • Provide reports to leaders and produce data analysis of exam results to all stakeholders • Be responsible for the management and security of the academy data and information systems. • Manage external systems and co-ordinate the use of them within the Academy; including Doodle, GL Assessment and Show My HomeWork. • Manage the completion and return of all statutory (eg. census) and non-statutory data (eg. free school meals) returns. • Maintain course manager to ensure accurate recording of exams modules and census for 6th form funding purposes. • Manage the completion of all data returns to the Trust. • Take responsibility for the scheduling and inputting of the academy timetable into NOVA T6, supported by the senior staff, and maintaining NOVA T6 curriculum changes. • Have a detailed understanding of DFE accountability measures for KS4 and KS5 including Progress 8 and Value added. • Support and work with senior leaders to manage the options process • Provide cover to the Cover Co-ordinator and be fully conversant with the system. • Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school. • Work with the Director of Transition to coordinate the admissions process including the management of all new pupils to the academy. • Manage the whole curriculum assignment to ensure all pupils are timetabled accurately. • Work with the Trust Data Protection Officer to ensure the academy complies with GDPR, ensuring the FOI (Freedom of Information) and SAR's (Subject Access Requests) are appropriately administered and Data Sharing Agreements are in place with all relevant stakeholders • Any other duties deemed necessary for the role. 	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Consistently promotes and demonstrates the Trust's ethos
		Actively promotes the principles of Health and Safety
		Focuses on equality and mutual respect
		Lead an aspect of work linked to key priorities Seek opportunities to collaborate with other professionals beyond the academy and across the Trust

		Consistently applies highly effective management skills to achieve results	
		Benefits on own practice and that of others and is committed to appropriate improvement	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Lead and facilitate professional development events across the academy	
		Undertake coaching as a developmental activity to support a member of staff who is underperforming	
		Established outstanding practice ensures highly effective leadership and management and outstanding professional contribution across the academy and beyond	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Leadership experience is built upon an applied understanding of Trust ethos	
		Provides direction and guidance; enables others to lead.	
		Makes decisions to adapt project to changing circumstances to achieve desired outcomes	
		Leads through effective facilitation of teams	
		Inspirational and motivating even in uncertain situations	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish goals.</i>	Sets medium term tasks (monthly, up to 6 months)	
		Provides guidance on setting tasks	
		Makes long term plans	
		Monitors, evaluates and revises plans	
		Plans the use of resources	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Prioritises own and others' activities to achieve project milestones	
		Works to create communication channels, ensuring two- way communication	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Communicates in a way that commands attention and gets the desired results	
		Evaluates solutions and makes decisions considering wider implications	
		Takes responsibility for decisions whether popular or not	
		Applies a structured approach taking in to account information from a variety of sources to develop proposals	
		Deals with complex problems e.g. involving external relations certainly managing opinions	
		Makes decisions within own team under pressure	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust. Line Management of a small team.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel between sites and to other academies as necessary.
	Education, Qualifications and Experience (EQE)	The successful applicant must have relevant management experience, have extensive relevant experience in the use of SIMS, understanding data analysis and research functions and be educated to at least GCSE standard in English and mathematics.	
		A degree or HND and experience within the Education Sector is desirable.	

	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
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Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.