

Job Description

**(July 2017)**

**Title: Data and Information Manager**

**Project Team:** Support Staff

**Reports to:** AVP Data and Raising Standards

**Salary Grade:** Dependent upon experience:  
S01 (29 - 31) £25,951 - £27,668 (52 weeks) or

S02 (32 - 34) £28,485 - £30,153 (52 weeks)

**Responsible for:** Data analysis and support the examination and cover arrangements

**Hours of Work**: 37 Hours, Full Time

**Primary place of work:**  Great Barr (with some requirement to work at other sites that form part of Q3 Academies Trust)

**Key Duties and Responsibilities**

**Data:**

* Analyse in detail interim reports to produce summaries of current rates of progress and identifying areas for intervention;
* Provide the data analysis to measure the impact of Pupil Premium spend and contribute to the reporting of this information;
* Store all data in a systematic and secure manner both digital and hard copies;
* Ensure that students data is readily accessible and accurate, resulting in up to date target information on SIMS;
* Provide relevant statistics on examination entry and examination results to the Head of School, Chief Executive, the Board of Trustees, the LA and the DfE, etc.;
* Ensure that all accountability measures are researched ensuring the underlying methodology is understood and built into data monitoring systems;
* Ensure that IT systems are prepared in advance of data input to ensure smooth transfer of information;
* Overall responsibility to support the Assistant Vice Principal to analyse both external and internal examination results, produce data packs and reports;
* Work closely with the Assistant Vice Principal to ensure Examination Data on SIMS is continuously updated and reviewed;
* Provide timely analysis of student gaps including PP, FSM, LAC, gender, attendance, PA and any other required;
* Ensure complete accuracy of all data supplied by external agencies, such as DfE, Raise on Line etc.;
* To be responsible for summative examination data downloads and transfer to IT systems in use;
* Create and maintain mark sheet templates for the inputting of Interim and Progress report data;
* Create and maintain Individual Report templates for running School Reports to parents;
* Overall responsibility alongside the AVP Raising Standards to upload and distribute Interim and Progress data reports;
* Ensure that data on external databases is up to date and accurate to assist staff usage and analysis of assessment data;
* Generate and update Q3 targets from KS2 & KS4 data ensuring levels/grades are accessible and accurate;
* Create data and analysis in a clear, concise & easily understandable way;
* Produce summary reports to assist in the identification of student progress and barriers to learning;
* To analyse assessment data alongside non-academic contextual data to identify any gaps in student progress and attainment;
* Quality Assure data entered by teaching staff.

**Examinations and cover:**

* To support the smooth running of external/internal assessments;
* To support the organisation of cover teachers.

**Training:**

* To provide training and mentoring for staff in relation to the tasks undertaken by the Data, Assessment and Cover (DAC) team;
* To provide training to ensure all teachers understand the information reported.

**Component 1 – Wider Professional Effectiveness**

* Participate in and engage with Academy Inset and Professional Development, whether in-house or external;
* Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset;
* Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development;
* Effectively contribute to the Academy improvement planning process.

**Component 2 – Role Model**

* Ensure that ‘no student is left behind’, in their academic and personal development;
* Conform to Q3 Academies Trust Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping;
* Build team commitment amongst students and staff alike;
* Engage and motivate students and staff to do their best by doing your very best;
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

**Additional Components**

* To consistently uphold Q3 Academies Trust’s aims and strive to attain Academy Targets;
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy;
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner;
* First Aider Trained or willing to undertake training;
* Play a full part in the life of Q3 Academies Trust’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment;
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders;
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment;
* The job purpose and key task statements above are indicative and by nomeans exclusive. The need forflexibility amongst staff is therefore considered important;
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level;
* To embrace Q3 Academies Trust’s pursuit of excellence.

**Health and Safety Responsibilities**

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academies Trust and undertake risk assessments as appropriate. Full details can be accessed via the staff website;
* Q3 Academies Trust operates designated no smoking sites.

**Q3 Academies Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS), satisfactory employment references as well as identification and qualification checks will be required before commencing duties.**