Job Description

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| **Job Title** | **DATA MANAGER** |
| **Purpose of Role** | In liaison with the School’s Senior Leadership Team provide assistance and support in strategic management of whole school ICT and provide efficient and effective organisation of the school’s assessment, reporting, recording and tracking systems.  |
| **Responsibilities To:** | Bursar/SLT |
| **Salary Grade** | Bristol Grade 7/8 £ 16,426 to £20,597 (this is Actual Salary)dependent on experienceTerm Time only plus 10 days to be worked during School Holidays |
| **Main Duties** | **TEACHING LEARNING AND ASSESSMENT:*** Set up and maintain the behaviour management procedures and records, accomplishments, certificates and associated reports
* Overseeing and co-ordination of attendance data and EMA by admin staff
* Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system
* Co-ordination and completion of the school census for DFe and other statistical government returns
* Develop the use of SIMS Assessment Manager, Profiles and Behaviour Modules and support staff in their day to day use of the system
* Create and maintain the assessment database and ensure that assessment data held on pupils is accurate and complete
* Analyse the data held in Assessment Manager and produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
* Set up and manage systems for tracking the progress of pupils at each key stage
* Set up and maintain subject specific mark sheets in line with school policy.
* Manage the production of annual reports and interim reports on the progress of all the pupils in the school
* Provide base data for external projects and providers, including, Fischer Family Trust (FFT)
* Import target setting data from FFT, Wales Education Database (WED), DEWI, FFYNON and ALIS. Disseminate reports and analyse data accordingly
* Produce annual target setting returns for the LEA and WG. Manage the NDC Key Stage 3 Data Collection process
* Ensure the year 7 intake’s Key Stage 2 and NFER data is complete and accurate and import to the system
* Organise internal and external examinations, organise examinations rooms, produce bespoke seating plans and timetables in Examination Organiser module
* Organise formal assessments by external agencies such as CATS and PISA

**Timetable** * Support the school’s timetabler in the development and production of the school timetable
* Prepare a new academic year calendar in SIMS
* Promote students into the new year structure incrementing their curriculum years
* Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS
* Set up and maintain registration groups, allocate student memberships, tutors and Year Learning Co-ordinators
* Update and apply periodic and casual changes to courses, teachers and rooms
* Ensure the smooth transfer of data between Nova-T – assessment Manager – Academic management – Lesson Monitor (if being used)
* Responsible for managing entry into the Academic Management in SIMS

**Website and Digital Signage*** Responsible for ensuring the school website is OFSTED compliant and up to date
* Updating the Digital Signs (TV’s) in the school reception area and Education Block corridor

**Miscellaneous*** Minutes of meetings
* Reception cover when required

**PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE*** Work collaboratively with tutors, pastoral staff and the SLT to ensure all data held is current.
* Promote good attendance and monitor in accordance with the School's attendance policy.
* Provide staff training and literature specific to the school’s use of SIMS
* Explore and develop other software applications to facilitate school operations including SIMS Discover and the use of SIMS Learning Gateway or a similar system
* Support and improve the use of SIMS by staff generally.

**PROFESSIONAL STANDARDS:*** Support the aims of the School to promote a positive, safe and aspirational learning environment.
* To treat all pupils fairly, consistently and without prejudice.
* Promote equality of opportunity and an acceptance of diversity, tackling the use of derogatory or aggressive language and challenging stereotyping and prejudice-based bullying.
* Set a good example to pupils in terms of appropriate dress, standards of punctuality, attendance and conduct.
* Promote the aims of the School by attending and participating in appropriate events, e.g. Open Evenings, Options Evenings etc.
* Support the ethos of the School by upholding the behaviour code, uniform regulations etc.
* Take responsibility for own professional development and participate in staff training when provided.
* Reflect on own practice as well as the practices of the School as part of school self-evaluation.
* Be aware of and follow the various policies of the School.
* Participate in the management of school by attending various team and staff meetings.
* Ensure that all deadlines are met as published in the school calendar.
* Be proactive and take responsibility for matters relating CP, Safeguarding and health and safety.

All duties in the job description may be varied to meet the changing demands of the School at the reasonable direction of line manager and the Headteacher and are reviewed annually. This job description indicates the way the post holder is expected and required to perform and complete the duties as set out. |