



STRATEGIC DATA MANAGER

JOB DESCRIPTION

JOB TITLE: Strategic Data Manager

REFERENCE: AAAE7137

GRADE: Grade 8

RESPONSIBLE TO: Head Teacher

JOB PURPOSE: To contribute to the development of the strategic leadership of the school, particularly with reference to the use, development and impact of the use and analysis of data. To continually aim to improve systems and provision, being at the forefront of national developments.

To develop and maintain a sophisticated data system to facilitate the monitoring of learners' attainment and progress, using internal and external sources of information.

To act as the information systems manager for SIMS and other pupil based data systems and data protection lead.

To produce the school timetable working alongside an Assistant Head.

PRINCIPAL RESPONSIBILITIES

1	Lead on the development, maintenance and operation of computerised administration systems (SIMS), in order to ensure that comprehensive data and information is available to the Headteacher and Governing Body, LA and other agencies; thereby ensuring effective and efficient management of the school.
2	To be a member of the school's Leadership Group ensuring that strategic decision making is part of a shared process in as much as members of the Leadership Group have a collective responsibility for the leadership and management of the school.
3	Manage the whole data process across school for Achievement, Teaching and Learning and Personal Development Welfare and Safety. Produce clear, concise, accurate information to form strategies to raise standards of performance across the school and particularly for target groups of students.

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4	To develop and maintain the assessment data strategy that helps to improve attainment across the school, and control budgets for assessment and examinations.
5	Manage the process for target setting, assessment and reporting using a range of data sets and software to inform and facilitate effective and robust target setting e.g. CATS, FFT, Raise online, SIMS assessment manager.
6	To maintain, develop and operate an annual programme of school performance data collection, analysis and school reporting system, including analysis of different groups.
7	To ensure that interim and final assessment and pastoral data is coordinated and analysed at regular intervals, specifically after each tracking point and summer external exams for all Departments, Senior Leadership Team and Governors.
8	Manage the work of relevant administrative staff to ensure efficient administrative and support systems are in place in relation to examinations and data and be a main point a contact for data in the school. Provide back up for arranging Cover when required.
9	To act as a data consultant to the Headteacher, Senior Leadership Team and Middle Leaders providing them with assessment data and with them make strategic decisions related to improvements in student academic performance and teacher performance, incorporating national and local comparison.
10	To be responsible for the production of the school timetable within the NOVA/SIMS software and understanding the associated links between modules of the MIS. Ensure courses and classes are kept updated at all times.
11	Ensure that all DfE and LA checking exercises and performance data are completed accurately and submitted on time, including the school CENSUS. Manage and maintain the Course Manager module within SIMS, ensuring QAN codes, award membership and supervisor permission levels are accurately recorded. Gain a comprehensive understanding of the complex relationships between classes, courses and exam awards to enable effective contribution to the checking of data.
12	To play a key role in training and supporting teaching and support staff and SLT to develop data handling skills that translates analysis into classroom impact on achievement and progress, including in the use of SIMS, RAISE, FFT. Attend SIMS user group and data meetings and update relevant staff with developments. Prepare and issue SIMS user guides for staff.

Data Protection

To support the Assistant Headteacher in ensuring the school meets its legal Data Protection responsibilities.

NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.