*Herts & Essex Multi-Academy Trust*

**SUPPORT STAFF JOB DESCRIPTION**

**Job title**: Data and Information Manager

**Job holder:** tbc

**Reports to:** Co Headteacher: Pastoral

**Date:** October 2018

**1 Purpose of Job**

* To manage the processes aimed at providing the school with the information it requires to monitor students’ progress.
* To provide a service to middle managers and senior staff, analysing and interpreting all information available to the school for the purpose of monitoring and enhancing students’ progress.
* SIMS management.

**2 Main Areas of Responsibility**

* Analysis and interpretation of all public examination results, including SATs, GCSE and A Level using internal systems plus external programmes such as Analyse School Performance (ASP) and Fisher Family Trust.
* Analysis and interpretation of all internal assessments, including tracking and reporting data and use of SISRA/ALPS.
* Providing training as appropriate for staff with regard to the analysis and interpretation of data and information.
* Production of TGs for all year groups, using a range of sources eg prior attainment, predictors, appropriate software.
* SIMS:
	+ Manage ‘course manager’.
	+ Manage all the students in the curriculum scheme, including promoting students at the end of the year.
	+ Manage PP.
	+ Keep abreast of developments in SIMS.
	+ Manage Behaviour Management and associated administration
* The effective communication of data and its analysis and interpretation to staff and others, as appropriate.
* Lead the continuing development of data, tracking and reporting systems and processes and that of analysis and interpretation.
* Uniform admin including Nearly New Uniform.
* Undertake any other reasonable duties as required by the Line Manager.

**3 Line Management**

* Formal line management meetings will take place at least termly and on an ad hoc basis at the request of either the line manager or the postholder.

**4 Supervision**

* The majority of this work will be undertaken entirely without supervision. Matters of policy are discussed as the need arises with the line manager, by whom work is also monitored.

**5 Person Specification including Knowledge, Experience and Training**

The postholder should:

* be an excellent ICT practitioner
* have the ability to communicate effectively
* have excellent interpersonal skills
* have excellent time manager
* have confidence in the manipulation of data and statistics
* have meticulous attention to detail
* undertake proactive management and development of the school’s use of data
* have knowledge and understanding of school systems
* have experience of analysis and interpretation of data

**6 Safeguarding Children**

* The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
* All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the pre-employment checking process. Additional information about the Criminal Records Bureau and the checking process is in the guidance notes accompanying the form.

**7 Additional Information**

* All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training, performance management and personal development.
* All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.
* This is a ‘job description’ only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the holder of the post.

**8 Contracted Hours and Pay Scale**

* + - * The post is full-time (37 hours per week) term time only + 2 weeks to be worked during the school holidays (see below), totalling 41 working weeks, and will be paid on pay scale Hay 6. Total paid weeks will be 46.7 (47.5 for someone with over 5 years’ local government service, 47.7 for someone with over 10 years’ service).
			* Hours to be worked are 8.30 am – 4.30 pm daily (4.00 pm Friday) (8.00 am – 3.54 pm during school holiday periods), with half an hour’s break for lunch.