Role Title: Data Officer

Grade: Grade 6

Hours: 37 hrs/week, Term Time plus 5 days

Responsible to: Assistant Principal

Statement of Purpose

Under the direction of a member of the Senior Leadership Team, to co-ordinate the delivery of effective Management Information Systems for the academy. To support the organisation of reports, to maintain the pupil database, update teaching lists and to support all aspects of the administration of SIMS.

Support for Management Information Provision

- Make relevant information available to stakeholders at the appropriate time e.g. parents, students, teachers, LEA, DfE, other external agencies.
- Produce reports in a timely manner to meet internal and externally set deadlines.
- Produce regular reports to meet statutory requirements and deadlines.
- Ensure the integrity of all data held in the academy.
- Maintain accurate academic student information.
- Develop and maintain of data protocols.
- Assist with analysis of data for presentation to the Senior Leadership Team, members of the Local Academy Council and other stakeholders as required.
- Co-ordinate the delivery of management information to support the updating of the SEF.
- Ensure student reporting and progress tracking systems are operated effectively and student reports delivered on time.

Support for Data Management

- To be responsible for the maintenance of the SIMS database, student records, options, assessment etc.
- To support senior staff in producing data reports
- Prepare and issue timetables for all staff and students.
- Liaise with the SLT regarding the placement of students in correct sets.
- Maintain set lists throughout the year.
- Amend the staff and student timetables when necessary.
- Maintain the SIMS system.
- Ensure all student records are kept up to date.
- Coordinate the sending and receiving of new student records both electronically and paper
- To maintain and update all student information including enrolments and removal from roll, coordinating the sending and receiving of student records both paper and electronic, and issuing welcome packs & parental consent forms.
- To support senior management staff by assisting with liaison with other academies to provide/receive data for new students and student leavers.
- To be responsible for the collation of data from County with regards to annual admissions. Liaising with feeder schools and prospective parents in relation to transition procedures and communications. Managing the data collection from feeder schools and processing the same to establish class lists for the new intake. Carrying out the SIMS transfer procedures.

- To support Head of Year with new admissions procedures.
- To support senior management staff with the organisation and management of the Year 9 options process.
- To manage the SIMS end of year procedures to ensure the smooth promotion of data from one academic year to the next.
- To maintain accurate student academic information throughout the year.
- To manage the Annual Data Collection surveys for every pupil to ensure an accurate database year on year.
- To design reports to extract data as required by other staff or departments.
- To act as a point of reference to other staff regarding the use of the SIMS database and to troubleshoot problems with issues relating to SIMS.
- Behaviour for Learning and attendance data analysis
- Teaching and Learning data – monitoring of sub groups HPA, MPA, LPA, PP, SEND and gender
- Analyse and report on all aspects of student performance
- Manage the student assessment and reporting cycle
- Manage the implementation and provision of effective student information systems (relating to student/assessment data)
- Prepare analysis of all results for key stage assessments and public examinations.
- Liaise with appropriate staff and submit returns to the LA and DfE
- Liaise with Progress Leaders, Subject Leaders, and the Leadership Team over the coordination of assessment information
- Develop computerised students data modelling, through the use of different modules and packages such as SIMS, Performance Analysis, Excel, ASP, SISRA and PiXL
- Oversee and ensure that the academy complies with the following legislative requirements:
  - GDPR
  - Copyright
  - Freedom of Information
  - Licencing Requirements

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the academy's objectives through:

Safeguarding
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with

Financial Management
- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area

People Management
- To comply and engage with people management polices and processes
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths, areas of expertise and use these to advise and support others.

Note 1:
The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Data Officer
Level 3

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Experience • Demonstrable experience of data manipulation, analysis and reporting. • Experience of working in an academy or academy related environment.	A
	Qualifications/Training • NVQ 3 academy support, or equivalent qualifications or experience. • Evidence of formal ICT training and development.	A/I
	Knowledge/Skills • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team, understanding academy roles and responsibilities and your own position within these. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. • Knowledge of SISRA	A/I
	Behavioural Attributes • Builds personal relationships with stakeholders, through regular contact and consultation. • Coaches and empowers team members to take responsibility for ensuring customer care. • Understands the academy's development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict.	A/I

| | • Requires minimum supervision.
• Takes responsibility for own and team actions.
• Identifies and overcomes barriers and manage risks.
• Takes quick and effective action.
• Demonstrates focused implementation of role and responsibilities.
• Builds strong team ethos where everyone feels valued.
• Provides timely, sensitive and honest feedback on performance.
• Is accountable for own development and encourages the ownership of development needs amongst team members. | |

A = Assessed at Application   I = Assessed at Interview   T = Assessed through Test

Note 1:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***