

Job Description

Academy :	Leeds City Academy
Job Title:	Data Manager 0.6
Grade:	SO2/PO1 - SCP.32 - .36 (£28,485 - £31,601 pro rata) FTE 24 hours per week, permanent. <i>Starting salary dependent upon experience.</i>
Accountable to:	Senior Vice Principal Outcomes/Business Manager

The successful candidate will:

- Have successful experience of using and managing MIS systems
- Be able to analyse data to provide reports for different stakeholders
- Have excellent IT skills
- Have high levels of enthusiasm, energy, resilience and determination
- Be committed to the ethos of Leeds City Academy

Role:

- To lead the production and management of all data reports on the academy systems including those required by the Senior Leadership Team, Local Accountability Board and Board of Directors.
- To support students' learning through the review, production and analysis of assessment data, in conjunction with the leadership team and the Principal.
- To maintain the management information system (SIMS) within the academy.
- To support teacher effectiveness by ensuring all aspects of assessment and analysis of progress are enhanced by good quality, reliable and informative data sets.
- To act as deputy for exam administration of all external and internal exams.

You may be deployed in other White Rose Academies Trust locations within a reasonable distance from your main place of work from time to time; you will be compensated for your additional travel costs.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academy. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds City Academy.

Specific Responsibilities:

Data

- To maintain the integrity of all student data in the Sims system.
- Lead training sessions for new systems e.g. SISRA, Transition Matrices for all staff.
- Create log-ins for SIMs, Behaviour Watch, SISRA etc.
- Manage student passwords for access to ICT
- To ensure National data sets are completed by deadlines and forwarded to the relevant member of SLT (Ofsted Raise on Line)
- Create and maintain Transition Matrices giving top layer analysis for WLG
- To carry out year-end procedures in Sims
- Input of Performance data including exam results and internal assessments and analysis thereof in conjunction with the academy leadership team.
- Data input for external examinations, including estimated grades, the end of Key Stage tests, including vocational areas in conjunction with the Examinations Manager.
- Liaising with Team Leaders, School Leaders and the Executive Group to provide data analysis.
- Provide high quality national data for benchmarking purposes
- Management of reporting, recording and the tracking of student progress
- Managing the examinations results analysis process
- To analyse assessment data and findings and prepare reports
- To analyse and assess Behaviour and Attendance data and link with attainment.
- To liaise with the Principal regarding target setting using national data sets
- Where appropriate to train and provide support to teachers on analysing data to improve learning and teaching.
- To prepare spreadsheets on Excel format to inform curriculum decisions and preparation of internal data publications.
- To manage the display of assessment data to parents and students, via the Parent Gateway
- To copy all data collection data into SISRA
- To produce departmental reports for Area Team Leaders analysing subject data in detail, including transition matrices.

- To manage and produce returns for external agencies e.g. regular school census reports for staff and students

Examinations

To support the administration of all external examinations, which will include:

- To assist and work closely with the Examinations Officer to enable the smooth input of data
- To support the Principal with results analysis relating to GCSE and other external examinations as well as Mock exams and reports.
- Report to the Principal and LAB on examination results.
- Liaise with external agencies and ensure that necessary statistical returns are made accurately and in compliance with deadlines.

Other Duties:

Cover

- To act as substitute for the Cover Manager as and when required. Duties involve; recording all absence, issuing leave of absence forms and liaising with Agencies to arrange employment of supply teachers and deploying cover supervisors.
- To carry out agreed and reasonable supervisory duties as detailed by the Leadership Team.
- To participate in meetings with colleagues and parents relative to the post.
- Carry out any other duties as directed by the Principal commensurate with the general level of responsibility of the post.

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community

- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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