

Role Description

Trust Data Services Manager



Pay Range	Band I/J
Responsible for:	Assessment and Examination Teams across the Secondary
Responsible to:	Executive Leader - Secondary School Improvement

Main Purpose of Post

- To provide professional leadership and management of the data management system including all student management information and statutory returns across the secondary arm of the Trust, ensuring it is current, adaptable to context and reflects the national accountability framework.
- To work with Executive Leaders to develop, implement and evaluate the Trust Data Management Strategic Plan, ensuring that it supports individual secondary/primary academies and the Trust to move to the next level of successful performance.
- In conjunction with Executive Leaders to take a lead role in the development and implementation of appropriate data policies and procedures across the Trust and to ensure that these are operated on a fair and consistent basis by all relevant staff.
- To take a lead role, in conjunction with Executive Leaders, in ensuring the Trust secondary examination systems and procedures are secured in line with the guidelines laid out by the Joint Council for Qualifications (JCQ) and examination boards and that all examination series are planned, co-ordinated and evaluated to the highest standards.
- To take a lead role in the planning and delivery of a bespoke training programme for Leaders, Governors and staff with regards to securing the effective use of performance data across the Trust.

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.

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- Regularly review own practice, set personal targets and take responsibility for own personal development.

Key Areas of Responsibility:

A: Securing Policies and Compliance

- To engage with the latest educational, business research and legislation to inform effective policy development and seek to influence it.
- To contribute to the strategic direction of the service area and review and update all relevant policies in line with statutory requirements.
- To take a lead role in ensuring Trust workstreams are compliant with policy and practice related to area of responsibility.
- To maintain the overall integrity of the Trust in relation to area of responsibility.
- To conduct comprehensive due diligence on area of responsibility for any school considering joining the Trust and advise the Executive Leaders on any associated risk.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To contribute to the formulation, implementation and review of safeguarding arrangements.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk

B: Leading People and Managing Performance

- To lead and develop staff within the team/service area to deliver high quality performance, ensuring that effective performance management and succession planning arrangements are in place.
- To ensure that teams/service area have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team/service area, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Executive Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

C: Engagement with Stakeholders

- To represent the Trust within external forums, creating opportunities to enhance the profile of MLT and acting as a strong and effective influencing voice in those partnerships.

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- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To liaise with all curriculum areas to plan and implement effective service and support for staff and students.
- To lead and contribute to the development and delivery of staff and leader training and support across the Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Executive Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

D: Leading Trust/Academy Business Functions

Trust Data Management Strategic Planning

- To keep abreast of the latest national and local accountability measures, tracking DfE policy and practice and responding accordingly to ensure Maltby Learning Trust data systems and processes remain current, responsive and impactful.
- To ensure active membership of national data leadership networks and proactively identify and participate in collaborative groups to improve efficiencies and effectiveness.
- To develop long term strategies to ensure work streams are managed effectively within the Assessment and Examination team, securing a common and consistent approach to data handling, analysis and interpretation and examination policy and practice.
- To lead on the student/classroom elements of SIMS- keep abreast of updates from Capita with regards to Assessment Manager, the curriculum timetable and associated work streams.
- To analyse and interpret data trends, summarise key information from the data and informing Trust leaders, senior and middle leaders of notable evidence of student performance.
- To create, monitor and evaluate a highly effective, accessible and impactful Trust wide student achievement data system.
- To formulate effective reporting systems that are common and consistent across the secondary arm of the Trust.
- To establish the overview of key dates and work streams across the secondary academies, communicating effectively to ensure a common, consistent and time related approach to data and examinations.

Managing the Data Management Service

- To be responsible for the student/assessment level management within the SIMS system – securing in year admissions and changes to student data.
- To support the Curriculum and senior leaders to ensure timetable updates through the T6 function.

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- To be responsible for statutory statistical returns including Census, DfE, LA updates and assessment checking exercises.
- To ensure commercial packages are implemented and evaluated effectively and reflect the ambition of the Trust.
- To liaise with the Executive Leader to secure systems and processes which provide a collated macro level overview of MLT secondary school performance.
- To be responsible for ensuring Assessment Manager is used to its full potential to include a common and consistent approach to mark sheet design and implementation and the tracking and monitoring systems within SIMS.
- To provide Academy leaders with high quality data sets that reflect the holistic picture of Academy performance and present a comparative data set across the Trust.
- To provide support for leaders within the Primary Academies with regard to data input and interpretation and ensure secondary Academy leaders are appraised of relevant data sets.
- To take a lead role in ensuring Academy work streams are compliant with policy and practice including the completion of Census returns, Curriculum timetable, school performance data and indicators and JCQ and exam board guidelines.
- To monitor and provide the final stage of quality assurance in terms of the accuracy of data input, analysis and presentation sets before final point of release to others.
- To keep abreast of and proactively seek updates on Academy and Trust wide national data sets including Assessing School Performance (ASP), L3VA, Ofsted Inspection Dashboards.

Data Policies and Procedures

- To ensure that review of Trust Data policies and procedures is conducted on a regular and timely basis and that these are updated in line with Statutory and Trust requirements.

Securing Examination Procedures

- To make decisions regarding the planning and implementation of internal and external examination series, ensuring the examinations budget is allocated efficiently to maximise the impact of invigilation, training and operation.

Training and Development

- To actively monitor staff training needs in terms of data handling, analysis and interpretation and provide specific and bespoke training sessions to ensure all users are confident and secure in using student level data to best effect.
- To provide staff and governor training with regard to student performance data, offering one to one or group training sessions and thereby securing the effectiveness of own data systems and processes.

Other considerations

- To work from an identified MLT Office location.
- To work with flexibility, travelling to academies and other locations in the course of undertaking duties.
- To work outside contract hours if required in order to meet the needs of the role.

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- To undertake any other duties and reasonable requests that are in keeping with the nature of this post.