Academies Enterprise Trust

**Job Description**

**Job Title:** Data Manager **-** Assessment & MIS

**Location:** Tamworth Enterprise College

**Hours of work:** 37 (term time plus 4 weeks)

**Reports to:** Assistant Principal - Curriculum

**Purpose of the Role:**

* To maintain timetables and update or amend as needs arise, ensuring accurate timetable information is available on the school’s MIS
* To maximise pupil achievement by assisting with the administration of the timetable to enhance teaching and learning within the school, and beyond the school where programmes require
* To oversee the use of data collection software to ensure that pupil progress data is up to date, and shared with all staff, parents and pupils as set out in the Assessment Recording and Reporting policy of the school
* To maintain a system of analysis tools and presentations of accurate analyses for various audiences and purposes to ensure that pupil progress is effectively monitored
* To manage the downloading of external reports and analyses of the school from appropriate sources, and to provide presentations which highlight and summarise issues to a variety of audiences, including, OFSTED, Governors, Senior Leaders, Middle Leaders, Classroom teachers, Parents and Pupils as appropriate
* To ensure the production of reports and pupil data profiles are available and accurate in line with the school’s A,R&R policy
* To review, refine and develop such systems of pupil data tracking and analyses, timetabling and timetabling resources to ensure a continuously improving and effective service to the school and its users
* To ensure that all appropriate analyses reports and returns to outside audiences are provided accurately and to deadline as required
* To provide analysis of all public examination and test results in a variety of formats to meet internal and external needs, accurately and on time
* To maintain all aspects of the school’s MIS, including cloud & SISRA modules, providing advice and training on access, development and safe use.

**Responsibilities:**

**Data Management:**

* To assist the AP Curriculum lead on the school’s data collection and reporting systems, ensuring systems are robust, accurate and maintained
* To ensure appropriate timetable advice, rooming, staffing and time is communicated to relevant staff and made accessible to deliver the school’s curriculum
* To maintain an up-to-date awareness of curriculum and technological issues that support the timetabling and analysis of data relating to the achievement of students
* To assist with the monitoring and evaluation of the timetable provision across the school, and to advise the AP Curriculum accordingly of any adverse impact
* To maintain high quality communications with colleagues of the service to ensure its continued success and advancement
* To support with transition data for primary to secondary analysis/uploading

**Students:**

* In conjunction with the AP, to ensure that students are provided with the highest standards of timetabling, staffing, rooming and resources to meet their learning needs
* To maintain systems to ensure that student progress is measured, tracked, and issues raised with appropriate managers and leaders. To liaise with key staff where appropriate

**Staff:**

* To provide Information, Guidance and Support in completing data returns, ensuring appropriate and relevant information is available to all staff, and analysis tools are provided which allows clear interpretation and intervention opportunities to be initiated

**Curriculum, Review and Development:**

To keep abreast of current developments in relation to 11-19 agenda nationally, and in developments relating to data analysis and timetabling specifically

* To provide information and analysis for whole school reports, School Improvement Plans and Curriculum Response documents as required through the school calendar and requests from SLT

**Assessment, Reporting and Recording:**

* To ensure that systems are in place to collate and analyse pupil attainment data in line with whole school policy
* To ensure that assessment, reporting and recording systems meet high standards, and school procedures
* To ensure that staff, parents and pupils are provided with useful and accurate data to ensure that interventions can be targeted effectively, and that information regarding progress is clear and understandable

**Record Keeping:**

* To ensure that the school has a systematic data storage and access system for pupil data and examination results
* To maintain a database of staff loadings, curriculum analysis and staffing budgets for internal and external analysis

**General:**

* To undertake further tasks that are reasonable within the parameters of the job
* To work within the school’s Equal Opportunities policies adhering to this at all times

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Attainment of level 3 qualifications or equivalent (eg: A levels) | * N/A |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Minimum of 1 year’s practical administrative work experience. * Experience of school data & information systems in a school environment (cloud school/SISRA). * Practical experience of word processing, excel, e-mail & other office electronic applications. * Ability to produce statistical data in a spreadsheet format. * Ability to analyse/interpret data. | * Knowledge of data analysis administration, processes and regulations – using cloud school/SISRA. * Knowledge of recent developments in exams * Experience of using/building reports via SSRS report builder |
| **Skills** | Line management responsibilities (No.) | * N/A | * N/A |
| Forward and strategic planning | * N/A | * N/A |
| Budget (size and responsibilities) | * N/A | * N/A |
| Abilities | * Good typing and word processing skills. * Good oral and written skills. * Good organisational skills. * Good communication skills. | * Knowledge of electronic display and presentation formats. |
| **Personal Characteristics** | Behaviours | * Professional, tactful & sensitive. * Discreet and confidential. * Ability to work on own initiative and within a team. | * N/A |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people | * N/A |