MIS Data Lead
Job Description

Department: Whole School
Direct Reporting Line: Head of Secondary

Job Purpose:

➢ To have strategic oversight and lead on the implementation, development, maintenance and operation of the School's MIS system and integrated services, enabling and developing MIS to work with other systems.

➢ To be responsible for the infrastructure and building of key areas, such as; pupil tracking, target setting, results analysis, reporting, MIS and data management across the school.

➢ To manage the development and maintenance of systems to record and analyse progress, attainment linked to target setting.

➢ To promote the use of data throughout the whole School in an integrated, consistent manner ensuring all systems meet the needs of leadership and compliance with KHDA guidance and regulations.

➢ To provide support, training and awareness to staff in ways to use data and systems to aid in teaching & learning and administration, ensuring they understand how their work should be performed in accordance with current legislation and good practice.

➢ When required to represent the School on relevant working groups.

➢ To hold line management responsibility for examinations and data and the staff based within those teams.

➢ Undertake processing of returns to KHDA, IB and CIS.

➢ To hold responsibility for working closely with school leaders to ensure that all aspects of the whole School's timetabling provision for all departments works smoothly, accurately and supports expansion and school improvement across the School.

Key Relationships (Internal and External):

Head of Secondary, Deputy Heads of Secondary, Senior Leadership Team, IB Coordinators, Heads of Department, Students and Parents, Teachers, G&T Coordinator and Support Staff.

Key Accountabilities:

Tracking, Monitoring, Reporting and Analysis

➢ Develop and implement the School's new tracking, monitoring and reporting system.

➢ Develop the School's use of analytics to ensure effective analysis of all internal and external assessment data and reports.

➢ Support the upskilling of staff in the use of the new system.

➢ Support the development of the School's data plan to ensure meticulous analysis of progress and attainment data at all levels to ensure timely intervention for our students.

➢ To oversee the production of all student reports thoughout the year.

➢ To oversee assessment and data reporting to the Senior Leadership Team.

➢ To support the university cousellor and registrar with transcipts for graduated students.

Data Management

➢ To have continual responsibility for reviewing the service practice and provision of school data across the School, making recommendation for change, managing implementation and reviewing as required.

- To hold strategic oversight of the School' MIS system and integrated services to ensure that there is a unified approach for all data in the school.
- To analyse and present data when required.
- To improve the School's use of our MIS and ensure it functions effectively.
- To liaise with third party suppliers when required to ensure effective and efficient service delivery and system integration where possible.
- To regularly monitor KHDA guidance and liaise with Taaleem and other agencies (where required) for the collection, entry and extraction of data required to ensure statutory and other statistical returns are completed accurately and within published deadlines.
- To arrange and give training sessions to staff on the School's MIS system within their area of responsibility to ensure they are aware of procedures, processes and regulations.

Whole School Timetabling

- Develop and maintain an understanding of timetabling curriculum and specific requirements, for allocated schools/departments as determined by the SLT line manager, working in constant collaboration to embed good practice.
- In close collaboration with the DHT Academic, develop the planned timetable in our MIS.
- To collect and collate timetable data, from allocated areas and various sources then input, analyse and manipulate to achieve desired results in collaboration between Primary and Secondary.
- Report regularly on progress and issues in respect of timetabling activities allocated to schools/departments.
- Undertake a proactive role in resolving timetabling issues and conflicting space requirements.

Woring with Primary and Secondary SLT
- To work with the Deputy Head of Primary and Deputy Head of Secondary (Academic) to ensure our revised systems and process allow us to identify and challenge underachievement.
- Working with all members of Sec SLT, lead on quality assurance processes to ensure consistency, transparency and effectiveness in the use of data across the school.
- Contribute to the development of a whole school data calendar and support it's implementation.
- Maintain a professional dialogue with all stakeholders.

Teaching
- Undertake teaching duties as required by the Head of Secondary.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager.

Person Specification:

Education:
- A Master's Degree or higher in Educational Leadership or professional qualification, such as NPQSL (Desired)

Experience:
- Experience of managing data within a medium to large organization
- Experience of developing and implementing new administrative procedures and systems.
- Experience of working to a similar level within a busy, proactive data function
- Experience of working in a school or similar environment.
- In-depth and detailed experience of using Management Information Systems (MIS).
- Highly proficient in the use of Microsoft Office packages.

- A track record of delivering successful projects and supporting organizations to achieve results.
- At least three years in a middle or senior leadership role (Required),
- Experience of working with DSIB, OFSTED or similar school inspection authority (Desired),
- Knowledge and understanding of the IB curriculum (experience in an IB school is desirable but not essential),
- Experience of working in an international school setting (Desired),
- Fully qualified to teach in the UAE (Required).

Competencies:
- Excellent communication skills including high standards of professionalism in written and spoken English
- Organised and works to deadlines
- Strong IT skills including the ability to carry out calculations and data analysis.

Attributes:
- Knowledgeable, Reflective, Inquirer, Thinker
- Solution focused
- Believes in the potential of all students
- Committed to personal development
- Caring and Open minded
- Sees leadership as a service to others
- Internationally minded and inter-culturally sensitive
- Sense of humour and humility
- Conscientious
- Motivated by challenge
- Does what it takes to get things done
- Communicates effectively to large and small audiences
- Principled and Balanced
- Retains responsibility under pressure
- Resilient when faced with set backs
- Flexible when conditions change
- Always prioritises the needs of the school

Acceptance and Approvals

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date: