



Job Description

Post title	Data Manager
Academy	Haberdashers' Aske's Knights Academy
Grade	Band 7 Point; 25 - 28 (£30,718 - 33,167): 52 weeks per year

Summary of the overall purpose of the job

Knights Academy is seeking a new Data Manager to improve the consistency and quality of the analyses produced and the way data is used across the school.

The post-holder will liaise with the Data and Insight Team within the Federation to develop and improve data systems across the Federation.

The post-holder will work closely with the Academy Leadership team and Central Federation team providing them with accurate, timely and informative data.

Key responsibilities and objectives of the job

Attainment and progress data analysis

- To produce statistical analysis of student performance and progress at Key Stages 1-5 and in the early years. Data is provided by subject teachers and external examining bodies, FFT and ASP.
- To provide the analysed data for Governors, heads of schools, senior management of schools, heads of subject and heads of years, all teaching staff and external agencies such as local authorities and the DfE.
- To use the data and reports to advise on school and pupil level target setting
- To check the school performance tables through the regular data checking exercises under the guidance of the responsible Vice Principal.

Behaviour and attendance data analysis

- To record, collate and analyse behaviour data drawn from a variety of sources including incident reports and lesson observations
- To test and improve the completeness and consistency of data on pupils' behaviour
- To provide the analysed data for Governors, heads of schools, senior management of schools, heads of subject, heads of years and all teaching staff.

Self-evaluation and staff performance management data analysis

- To use data to report against targets for staff performance management for all teaching staff and their line managers.
- To produce analysis of the quality of teaching across the academy, considering individual staff, teams and the experience of groups of pupils
- To produce data to inform the self-evaluation of the effectiveness of teams at every level within the Academy.
- To collect and analyse data about the execution of performance management and its impact on staff effectiveness.
- To analyse data about staff absence and use of cover teachers.

Timetabling

- To write the school timetable under the guidance of the responsible Vice Principal and maintain it through the year
- To provide analysis and reports on the timetable for the Academy Leadership Team
- To model option blocks based on data about student choices and when finalised import the results into SIMS

Other data products

- To coordinate the production of the school census reports, ensuring that the data provided is accurate and complete, reporting to the Principal before it is submitted.
- To check that the data in SIMS course manager is accurate
- To provide ad hoc analysis on other areas of school data as required by the Academy Leadership team.

Development

- Develop an understanding and practical use of NOVA timetabling.
- Develop an understanding and practical use of the schools MIS system (SIMS) including statutory returns, course management, reporting and developing training sessions to ensure that staff engage fully.

General responsibilities and objectives

- To promote equal opportunities in the Federation/Academy
- To actively promote the aims and ethos of the Federation / Academy
- To support the Academy's commitment to the continued professional development of all staff
- To undertake any additional duties as may reasonably required by the CEO, Principal, Director of Insight and Analysis or Federation Director of Performance
- To promote the Federation's commitment to the continued professional development of all staff
- To attend INSET days and any other mandatory training in order to develop skills and knowledge
- To ensure the post-holder and any staff s/he manages are compliant with all safeguarding legislation and procedures
- To participate in professional learning opportunities that contribute towards improving their expertise, knowledge and skills (including if desirable part-supported further study).

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: 15/05/2018

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP Application AS Assessment I Interview P Presentatio n R References
Education/qualification and training			
<ul style="list-style-type: none"> Is a well-qualified graduate with excellent statistical and analytical skills 	X		AP
Knowledge/skills			
<ul style="list-style-type: none"> Excellent knowledge of software used in analysing and presenting data, particularly Excel and the ability to learn new programmes. 	X		AP/I/R
<ul style="list-style-type: none"> Confident communicating verbally and in writing to explain and discuss data and analysis for colleagues from non-technical background 	X		AP/I/R
<ul style="list-style-type: none"> Knowledge of school data, qualifications & assessment 		x	AP/I/R
<ul style="list-style-type: none"> Knowledge of wider school operations 		x	AP/I/R
Experience			
<ul style="list-style-type: none"> Familiarity with school management information systems - preferably SIMS. 		x	AP/I
<ul style="list-style-type: none"> Familiarity with the different types of data collected and used in schools 		x	
<ul style="list-style-type: none"> Experience in using Excel to analyse performance data 	x		AP/I
<ul style="list-style-type: none"> Experience in using VBA 		x	AP/I
<ul style="list-style-type: none"> Experience in analysing and presenting data in a readily understandable and informative way 	x		
Personal characteristics/other requirements			
<ul style="list-style-type: none"> Proactive approach to identifying ways to help data users make more effective use of data 		X	AP/I/R
<ul style="list-style-type: none"> Keen to share knowledge and skills, to develop effective practice across an organisation 	X		AP/I/R