Job Description

Job Title: Data Manager

Accountable To: Deputy Headteacher

Salary Range: PO2 – Range Points 35-38 (£37,023.91 to £39,892.69 1.0FTE) Actual pay = £34,935.76 to £37,642.74 (94.36 FTE) + possible TLR for additional responsibilities

Working time: Term Time Only + 15 Days (attendance in the school holidays for support with exam results and enrolment)

Job Purpose:

- To be able to provide data showing progress in specific groups (e.g. FSM, SEND, EAL, etc.) for individual subjects, year groups, classes, pupils and teachers, on a timely basis and to meet key deadlines.
- To produce and develop clear, concise, accurate progress reports for all year groups to raise standards of teacher, subject, department and pupil performance.
- To ensure that data is regularly extracted, manipulated and analysed in order for middle and senior leaders to provide relevant and appropriate support, intervention and enrichment to pupils and students at all key stages.
- To be able to produce data for the Headteacher's Report to Governors, for curriculum reviews, during Ofsted inspections, in the middle of the exam season (during exam season) and at other key pinch points in the academic year.
- To manage, maintain the integrity and oversee the use of Nova-T for timetabling (including intra-year) and SIMS Course Manager.

Key Areas of Responsibility:

Reporting and Assessment

1. Set-up and maintain learner reporting, monitoring and tracking systems.
2. Liaise with Raising Standards Leader to determine and fulfil their data requirements.
3. Liaise with Head of Sixth Form in order to provide ALPS (or other system) reports and target seeing, tracking and monitoring of progress including a learning aims report and turnaround document.
4. To generate in year and end of year key stage targets using Fisher Family Trust, to include in year admissions.
5. Coordinate timely availability and completion of all reporting data.
6. Create, maintain and issue reports to Leadership Group (LG), Heads of Year, Subject Leaders and Tutors
7. Provide systems to support LG and SENDCo in tracking and monitoring vulnerable students/groups.
8. Liaise and direct key staff to obtain data in order to submit data files from SIMS for onward submission to external agencies (e.g. Census submission to DfE tri-annually).
9. Creation of statistical data.
10. Lead on the production of the annual Sixth form learning aims sign-off.

Co-ordination Duties

1. To collaborate with SIMS users and administrators and by collaboration to ensure an efficient management of the schools MIS (Management Information System) and to understand its role in raising standards across the school.
2. To work with senior leaders to ensure the accuracy of data, providing support for checking processes.
3. To prepare strategic information for the LG, Subject Leaders and Heads of Year as required.
4. Support LG and Governors in the use of ASP online and IDSR.
5. To ensure key outcomes are agreed and shared with the LG and publicised on the school's website as soon as public data is available.
6. To check examination statistics from other bodies and inform relevant middle and senior leaders about these benchmarks and comparisons (e.g. Schools of a similar context or the Local Authority).
7. To liaise with LG Key Stage Lead in the production of progress checks and reports for pupils and students.
8. To manage the publication of progress reports, including preliminary checks for missing data, template verification, print, collation, dispatch and uploads to the schools MIS system.
9. To provide administrative support to the LG for the school's assessment and progress tracking systems (MIS Assessment Manager) including capturing and publishing grades from classes of teaching staff at regular points throughout the academic year.
10. To ensure the accuracy of student and pupil curriculum assignment, ensuring register and assessment mark sheets are always up to date.
11. To ensure that MIS mark sheets enable accurate progress tracking.
12. To support the LG in ensuring that there are no gaps in pupil data and reports are completed on time and are accurately written.
13. In collaboration with appropriate staff (administrative support) to ensure that all statistical returns to Ofsted, local and national government are accurate and submitted on time.
14. To respond to educational developments which have implications for data management and analysis of pupil assessment data.
15. To liaise with the LG on the strategic development of the school's data systems.
16. To manage, maintain the integrity of and oversee the use of Nova-T for timetabling (including intra- year) and SIMS Course Manager.
17. To ensure Nova-T and the MIS are in sync up and to date for staffing and rooming.
18. To be responsible for the sole input of all course changes, including KS5 under the guidance of the relevant RSL.
19. To lead on KS4 and KS5 data checking as may be required, e.g. June and October DfE returns.
20. To maintain the accuracy of Pupil Premium data vis DfE Key to Success.
21. To import KS2 data for new admissions (currently NCA website).
22. To lead on the annual data promotion within the MIS and ancillary systems, to include curriculum updates, upload of the school timetable from Nova-T, individual timetables and teaching groups. Ensuring the promotion is completed on a timely basis.
23. To enable new staff to access school systems (starters, permissions for SIMS, AD and O365 and mails groups) in liaison with the school's Managed Service provider.

Examinations

1. To support the Exams Officer, where requested, in their facilitation of all public and internal examination and assessment arrangements.
2. Assist, where requested, in the production of seating plans and desk numbering within the MIS.
3. To support, where requested, the download and collation of public examination results in a timely manner.
4. To support, where requested, the preparation of results for learners including organisation and transmission of certificates.
5. Preparation of examinations data for departmental and teacher self-evaluation and target setting.
6. Delivery of effective exams analysis for staff.

General Duties:

1. To undertake training to develop further all aspects of the school's data management systems, and to assist in the training of other staff.
2. To ensure that the school's MIS software is up to date working through the school's network, liaising with the Network Managed Service provider to coordinate update installations.
3. To ensure that activity undertaken in this role complies with the Data Protection Act and GDPR regulations.
4. To maintain a detailed working knowledge of all areas of the MIS.
5. To attend meetings as required.
6. To communicate with pupils in a professional, formal and consistent manner.
7. To support and promote the Christian ethos of the school.
8. To actively promote Fundamental British Values.
9. To adhere to the Staff Handbook and Staff Code of Conduct.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to present themselves and to act in a professional manner at all times.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Person Specification – Data Manager

Qualifications

Essential	Desirable
• Good standard of secondary education • Minimum GCSE Mathematics and English A* - C (or equivalent) • Highly skilled user of Excel	• Relevant degree • Further accredited study

Experience

Essential	Desirable
• Excellent grasp of systems used for data analysis such as Excel and SISRA • Significant experience of extracting, interpreting and forecasting complex data for pupils and students for the purpose of raising achievement • Experience of tracking data and producing accurate and well-presented reports • Experience of managing and ensuring the accuracy of examination entries • Knowledge and understanding of successful assessment and reporting structures and procedures • Experience of the performance indicators used to evaluate school performance	• Ability to monitor, review and evaluate the work of the school against current OFSTED criteria • Experience of leading and managing change

Knowledge and skills

Essential	Desirable
• Excellent IT skills and knowledge of software and databases (e.g. Word, Excel, Access, PowerPoint, MIS) • Excellent knowledge of SIMS systems, SISRA or equivalent • Excellent knowledge of the requirements for examination entries for GCSE, A Level and Vocational Technical Qualifications • Evidence of the ability to wok to high standards of accuracy, including the ability to analyse and work methodically, with a meticulous eye for detail • Excellent knowledge of the data framework used in schools. • Secure knowledge of how to best use technology to assess and report data • Good presentational skills • Excellent literacy and numeracy skills	• Secure knowledge of a wide range of successful assessment tools • Extensive knowledge of the data and examination framework used in schools. • Experience of using PowerBi or an equivalent platform

Personal qualities and characteristics

Essential	Desirable
• Energy, enthusiasm and stamina • Flexibility and determination • Excellent team working skills • Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, governors, staff and outside agencies • Ability to remain calm under pressure and demonstrate sound judgement • Good sense of humour • Excellent ICT skills • Ability to communicate effectively to a wide range of audiences • Commitment to the promotion of equal opportunity • Willingness to support and promote the Christian ethos of the school • Commitment to promoting Fundamental British Values	• Ability to provide staff with constructive feedback and challenge underperformance where required

Specific to the post

Essential	Desirable
• Adopting a methodical approach in the administration of whole school assessment and reporting procedures. • Ensuring that deadlines are met for data and impact analysis at regular intervals in the academic year. • Liaising with DHT (Student Standards) to ensure that student progress is monitored through whole school assessment and reporting. • Following up on any inaccurate or incomplete data inputting and/or reports as required. • Communicating effectively with pupils, parents and staff to ensure robust and consistent analysis of data takes place throughout the year. • Liaising with stakeholders (including the Leadership Group Subject Leaders, Heads of Year, SENDCo and teachers) to ensure all pupils and students receive regular data and impact reports at all key stages. • Evaluating the current systems assessment and reporting within the school in collaboration with the DHT. • Meeting with DHT to review current practices and new procedures following DfE guidelines and national changes.	• Significant experience of working in a busy office or administrative environment at a similar level

November 2021