

Job Description – Data Manager

Purpose of the Role: To be responsible for the management and maintenance of the Academy's attainment and assessment data, systems and software to support all staff in the development of highly effective assessment practices across the Academy.

Post Title: Data Manager - Attainment and Assessment

Responsible to: Vice Principal Outcomes

Responsible for: None

Working Relationships: All Staff at the Academy
Academy Students
Parents

Salary Range: £24,000 - £30,000 pro rata

Working Time: Term time plus 4 weeks.

Working Group: Support Staff (Administration)

Duties and Responsibilities:

Data management - assessment and attainment

- Development and management of the Academy's student performance data collection systems and GL testing for all Key Stages.
- Provision of Student data, collated from the assessment systems, to populate the school development plan and KPIs.
- Working with the Exams Officer to provide GCSE results data for analysis and reporting to United Learning/Governors.
- Development and management of the Academy's reporting systems.
- Analysis of trends, micro populations and groups within the Academy as required by senior and middle level leaders.
- To create and maintain data systems within the academy which can be easily understood and used to drive and improve performance
- To create and prepare complex strategic and operational data analysis as required - for Heads of Departments and others as appropriate, ensuring "non-data specialists can translate data results in the classroom to impact on student achievement
- Maintenance of the SIMS system ensuring it is accessible to all staff and providing training for end users in the access and maintenance of assessment data where necessary.
- Administer and analyse the data for CAT, GL and reading tests.

- To develop the use of SISRA - design and implementation for results, assessment and reporting.
- To develop the use of FFT
- Alongside the Exams Officer ensure that the academy remains compliant with all data calls/audits/cenci requested throughout the academy year.
- To keep abreast of current guidance, requirement and good practice in relation to target-setting and the effective use of data.

Development and training

- To provide appropriate training and support to all staff in the development and use of Excel or other monitoring packages to track student attainment
- To ensure that SIMS data and student tracking is optimised for the benefit of the academy and United Learning

Administration and reporting

- To produce statutory, annual and half-termly student progress reports
- To accurately complete statistical returns in accordance with DfE and local authority guidelines
- To liaise with the Academy ICT Services Team to ensure that all data is maintained in a secure and safe way

Additional duties

- To have due regard for data protection, confidentiality and Health and Safety policies
- To undertake appropriate training as required
- To undertake any other duties which may be assigned to the post from time to time as directed by the Principal
- This job description will be reviewed annually and may be subject to amendment or modification at any time at the request of the Principal and after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holders professional responsibilities and duties.