



Colston's Girls' School

'Responsibility, Respect, Resilience and Curiosity'

JOB TITLE:	Data Manager
Reports to:	Principal
Salary scale:	VT Scale 5 Point 9 £23,417 pro rata
Hours/term:	37 hours (8am to 4pm Mon to Thursday 8am to 3.30pm Friday) + 25 days in the holidays

The position calls for an ambitious individual with leadership skills who as an effective communicator and advocate of change is not afraid of taking and implementing difficult decisions while also being able to achieve results by collaborative working.

Job Purpose:

To lead the use of Data and Management Information System (SIMS) at CGST to provide intelligence that enables focused school improvement based on collated and analysed data undertaken in the most efficient way possible. To lead and undertake a similar role across our Multi-Academy Trust, as well as the potential of wider school outreach work in future.

To own the design of data capture procedures (e.g. Marksheets) and ensure that data captured is accurately analysed and reported in an efficient manner. To be responsible for the delivery of data reports to a range of audiences (Leadership, Staff, Students, Parents, Governors etc.) as appropriate so that they can gain an accurate and up to date picture of progress and achievement.

Specific areas of responsibility and associated objectives:

This role requires the post holder to work as part of a team with delegated Management Information System (SIMS) roles, each in their own specialist area, but will also require a specific operation of the following areas within (and linked to) SIMS. The data manager is expected to maintain up-to-date records of all student and staff assessment and personal details. They will also take responsibility for all areas of data input, output, integrity within MIS, manage a number of databases and assist with admissions, leavers and examinations.

The role requires a range of high level skills and knowledge, as well as a strong technical ability.

Assessment

To lead the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for leadership, teaching staff, parents and outside agencies.

- Prepare and update electronic marksheets for collection of assessment data in line with the school assessment cycle as and when required.
- Develop the use of Assessment Manager to provide staff with the most helpful and informative data sets possible to assist them in the planning and delivery of teaching and learning which improves the progress of all learners.
- Organise the collection of all data and prepare this for delivery to the DfE, LA, EFA and other stakeholders as required.
- Monitor the data collection process on an on-going basis and provide advice, training and guidance to both leadership and teaching staff on how this can be further developed.
- Be responsible for the importing and use of ALIS, FFT, MIDYIS and KS2 test data, RAISE Online and Level 3 Value Added data, ensuring that all are accurately used within the data analysis and reporting process.
- Export of data to external systems as required (see SISRA section below).
- Create and print interim, full and data point reports for parents as part of the school assessment cycle and as required.
- Prepare summary documents of data as required – for example, for the School Prospectus, Website, School Evaluation forms and Leadership, Governors and School Improvement Partners.
- Calculate and annually monitor student targets based on trust target setting policy, external estimates and comparative data.

SISRA (and other external systems)

- Ensure the management of the school's data package is efficient and up to date.
- Create, modify and delete users as required.
- Ensure assessment data is taken from SIMS and imported into SISRA.
- Create and provide summary and individual student reports on progress across all aspects of the curriculum and cohorts as required by SLT, Academic Leaders and Heads of Department.
- Work with staff to develop their use and understanding of SIMS and SISRA, to aid them in intervention both at subject, year and class teacher level.
- Provide reports on student, cohort and subject specific data as required by Leadership, Heads of Year and Heads of Department (such as scorecards).
- Support exams officer in importing results data and provide reports on results against targets at each external examination point.
- To attend training sessions from the product provider and inform school developments from this training, and to provide disseminated internal training to staff as a result.
- Work with the IT Systems Manager to ensure the export of data to be used by other systems required – such as Evolve etc.

Reporting

To be responsible for undertaking the generation and publication of reports to parents.

- Create and develop report templates within Assessment Manager which have been passed to key staff for checking, editing and ensuring import and update to SIMS once ready.

- Maintain reporting templates within Assessment Manager to ensure they import the correct comments and assessment data and are fit for purpose.
- Chase up missing entries in liaison with Head of Department.
- Liaise with line manager to quality control final reports as per calendar.
- Print reports and other personalised data slips for sending home with written reports.
- To develop the use of Assessment Manager and investigate other software solutions available for providing parent/carers information on learner progress.

Academic and Timetable Management

- Support the Assistant Principal (timetable and data) to implement school timetables and maintain in-year changes and teacher class lists.
- Ensure courses and promotion is set up in SIMS for the academic year (options in Nova T).
- Ensure student timetables are updated as required during the academic year.
- Run and refine error checking reports on student timetable data to ensure accuracy and integrity of timetable data.
- Manage the printing and checking of timetable data on a periodic basis and when required.

General

- To be aware of and work in accordance with child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Equal Opportunities Policy, Code of Conduct, Health and Safety, Data Protection etc.
- To attend staff meetings and INSET as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

Additional information

This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.

The postholder will:

- At times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.
- At all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.
- Will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.
- Be required to promote, monitor and maintain health, safety and security in the work place, ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

CGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.