



St Alban's Catholic High School



"Learning, Respecting, Caring"

Data Manager

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Job Purpose: To provide support and advice to ensure the student data held within the school is, appropriate, up-to-date, accurate and available to relevant staff

Salary: Grade 5 Points 20 to 25: £25,991 - £29,577 FTE
(£21,379 - £24,329 pro rata)

Hours: 35 hours per week/40 weeks per year

Responsible to: Deputy Headteacher

Liaises with: Other members of SLT, Heads of Faculties/Departments, Heads of Year, Subject Development Leaders and Teaching/Support Staff

Job Role

Assessment:

To manage and coordinate all aspects of assessment data on SIMS.net Assessment Manager and other tools e.g. SISRA throughout the academic year:

- Design, construct and implement tracking systems for teaching staff to record data
- Prepare and ensure e-mark books are ready with the relevant and appropriate data for teaching staff at the beginning of the academic year
- Produce an accurate report and grade timetable for teaching staff to follow
- Manage the data input according to the timetable and ensure grades are entered by the set deadlines, liaising with teaching staff and heads of Faculties/Departments
- Produce clear and concise grade reports for parents/carers as appropriate
- Advise on layout of grade reports
- Produce student certificates from the analysed data
- Provide in-depth and informative mark books to assist the Deputy Headteacher (Achievements and standards)
- Support and advise Heads of Faculty/Departments, pastoral and academic leads on what data is available to them and how best to use it
- Produce spreadsheets from the data, using an array of formulae, conditional formatting, creating pivot tables and other formats for analysis by relevant managers
- Provide information for analysis as and when needed to SLT, Heads of Faculty/Departments and Heads of Year

- Create and develop group analysis, aspect analysis, result set analysis, chance analysis and tracking grids to support and assist heads of departments with up-to-date data
- Provide Heads of Faculty/Departments with relevant data for class setting
- Conduct interviews with each department to ascertain their assessment requirements and build the necessary components to ensure that it is completed
- Design and build the necessary aspects within SIMS.net to ensure that all recordable data is stored
- Maintain pupil assessment tracking by entering data such as KS2, KS3, Cat4 (GL), MidYIS and YELLIS
- Access KS2 results from the Department for Education NCA tools website and format appropriately
- Make amendments to staff access rights in assessment manager with the IT department to allow appropriate use of the application for teaching staff
- Present data collected in an accessible format for SLT, teaching staff, Heads of Faculties/Department, parents, carers and students using appropriate tools eg SIMS.Net, SISRA, FFT Aspire and ALPS
- Complete and submit to deadline the DFE census/CES census and DFE related table checking exercises

Reporting

To ensure accurate and time effective production of students' academic reports liaising with teaching and support staff when required:

- Define the reporting requirements for each reporting period, ensuring consistency in style and layout
- Collate the information to produce a complete report for all students
- Maintain, where used, comment banks for all years
- Publish reports to parents using an appropriate tool e.g. TASCC INSIGHT
- Prepare and manage booking of parents evening appointments using an appropriate tool e.g. School Cloud parents evening booking system

Timetable

To manage the academic management module in SIMS.net, working alongside the Assistant Headteacher (Curriculum development):

- Run academic promotion rules
- Liaise with heads of departments for class settings
- Maintain the school timetable
- Maintain updates as provided by Heads of Faculty/Departments
- Produce individual timetables for all students

SIMS

To oversee the usage of SIMS.net:

- Run end processes
- Perform regular data housekeeping
- Make recommendations as to most appropriate use of SIMS.Net modules
- Develop protocols for use of modules and ensure staff follow this protocol
- Maintain accurate records in course manager for KS3-5

Training

To support and work alongside the SIMS.net champion to help further develop SIMS.net and promote SIMS.net training within the establishment as well as attend training refresher events to maintain skill level and confidence in using an array of data tools and provide on-going advice.

General

- To work with the school and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and school ethos
- To work with the school and Governing Body on service development for the future
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade.

Signed:	
Post Holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Relevant degree or equivalent years' experience	✓	
Experience of SIMS, Word, Excel, Nova T6, Access, Desktop Publishing	✓	
Clear understanding of school data systems	✓	
General understanding of the operation of a school	✓	
Detailed knowledge of school policies and procedures	✓	
Excellent literacy skills	✓	
Excellent numeracy skills	✓	
Communication		
Ability to write detailed, complex reports, letters etc	✓	
Ability to exchange complex and sensitive information clearly	✓	
Seeks to overcome communication barriers with children and adults	✓	
Ability to consult effectively to achieve best outcomes	✓	
Working with children		
Excellent understanding and implementation of school behaviour management policy	✓	
Understand and support the differences in children and adults in relation to ICT actively suggest ways of improvements	✓	
Excellent understanding and working knowledge of the school curriculum and the importance of ICT and its application	✓	
Excellent understanding of how ICT contributes to child development	✓	
Understand and promote the value of emotional and physical wellbeing in adults and children	✓	
Take responsibility for own wellbeing	✓	
Working with others		
Ability to establish effective relationships with those working in and with school	✓	
Ability to establish rapport and respectful and trusting relationships	✓	
Ability to build open and honest relationships		
Work effectively as part of a team	✓	
Ability to work independently		
Contribute to the development and implementation of effective systems to share and safeguard information	✓	
Responsibilities		
Ability to be proactive and initiate action	✓	
Able to manage and support the work of others	✓	
Ability to plan and manage own time effectively	✓	
Able to resolve complex problems independently and be creative with information	✓	
General		
Demonstrate commitment to treating all people fairly	✓	
Thorough knowledge of Health and Safety legislation	✓	
Understand and comply with children protection procedures	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Ability to effectively evaluate own performance	✓	