

SIMS MANAGER

POST DESIGNATION	SIMS MANAGER
DEPARTMENT	EDUCATION
RESPONSIBLE TO	DATA AND INFORMATION MANAGER
GRADE	GRADE 5
HOURS	37 HOURS ALL YEAR ROUND

Job Purpose and Role

The SIMS Manager is part of Coppice Performing Arts Data Team and will work with the Deputy Head Teacher, Data & Information Manager and the Exams Officer to ensure that all the schools statutory requirements for Ofsted, Local Authority, Examination Boards and Government are met. To work as part of the team to ensure the school is compliant and take lead under the direction of the Deputy Head Teacher – Standards and Curriculum, in the following areas.

Responsibilities and Principal Duties

1. SIMS

- 1.1. To act as Administrator for the SIMS package across the school site including setting up logins and passwords for new staff
- 1.2. Ensuring that all staff have the correct level of access on the SIMS system to be able to carry out their duties in accordance with the Data Protection Act
- 1.3. To ensure all Data within SIMS is inputted correctly for both students and staff, liaising with Office Manager and members of Management Team
- 1.4. To liaise with ICT Operations Manager and Wolverhampton City Council with regards to system updates and general issues.
- 1.5. To co-ordinate and oversee the transition of student records from Key stage 2 to 3 ensuring all details are correct and present, including liaising with appropriate senior management to ensure data has arrived
- 1.6. To co-ordinate and oversee the collection of student and staff data, liaising with the Office Manager and other members of Staff on a regular basis as per school procedures – annually.
- 1.7. To fully support the Data & Information Manager and the Deputy Head Teacher – Standards & Curriculum with data analysis deadlines which can include upkeep of reports, spreadsheets and other systems as directed by line manager
- 1.8. Supporting the Data & Information Manager to set up data assessment templates in SIMS and Go 4 Schools software and supporting the integration between SIMS and any additional software.
- 1.9. Working to support the Data & Information manager in creating facilities required for staff data entry onto Go 4 Schools so that these can be extracted, interrogated and analysed by the Data and Information Manager.

- 1.10. With the Data and Information Manager to develop and set up set reports in SIMS and Go 4 Schools software
- 1.11. Support in setting up of individual access to specific reports including deletion of obsolete reports – inserting newly created ones.
- 1.12. Set up of new staff profiles on SIMS, Configuration of personalised information for staff on SIMS home page

2. Absence procedures

- 2.1. Records all staff absence on the SIMS system on a daily basis using the set procedures.
- 2.2. Records all LOA and medical notes on SIMS using the set procedures.
- 2.3. Liaises with the Office Manager to exchange absence monitoring information on a daily basis for both support and teaching staff.
- 2.4. Working with the Strategic Business Director to monitor staff absences through regular reporting.
- 2.5. Monitors the 'cover' email box daily.
- 2.6. Checks and monitors the answer phone messages every morning to confirm absences and to arrange cover.

3. Cover

- 3.1. Arranges cover for absent teachers both short and long term,
- 3.2. Working with the Deputy Head Teacher to co-ordinate Agency Staff Cover daily and organise their arrival into the school passing on information required to teach lessons from the absentee where necessary.
- 3.3. Arranges and directs the Cover Supervisors to the appropriate lessons and cover during the day.
- 3.4. Preparing packs for supply teachers to include student photographs and registers along work assignments, map of school, any H&S information and booklet with policies.
- 3.5. Authorisation of all timesheets for supply staff and subsequent invoices for payment, raising orders as supply requested.
- 3.6. Understanding and using 'rarely cover' when necessary.

4. Curriculum and Timetabling

- 4.1. Responsible for the End of Year Process and Academic Promotion, including any changes to option blocks etc. which are provided by the Head Teacher and Deputy Head Teacher.
- 4.2. Ensure all pupils are allocated to appropriate teaching classes
- 4.3. Ensure all registers are updated with pupil information across whole school.
- 4.4. Responsible for ensuring that the whole school time table is scheduled in Nova T6 and its sql in to SIMS as provided by Head Teacher and Deputy Head Teacher.
- 4.5. Responsible for inserting all data related to student options key stage 4&5
- 4.6. Ensure all Staff are attached to correct teaching groups.
- 4.7. Ensure all rooms are accurate for all curriculum areas across the school.

- 4.8. Ensure all Staff time tables are printed and issued by set deadline dates.
- 4.9. Ensure all Department timetables are printed and issued by set deadline dates.
- 4.10. Ensure all Student time tables are printed and ready for issuing by set deadline dates.
- 4.11. All timetables are sent to Staff for accuracy checks - termly, all issues are rectified and followed up to resolution in liaison with appropriate members of management and data team.
- 4.12. Follow all set procedures for movement of students between teaching groups and options.
- 4.13. Follow all set procedures for movement of classes and staff between rooms and different teaching groups.

5. Data & Reports

5.1.1. In support of the Data & Information Manager and the Deputy Head Teacher:

- 5.1.1.1. Ensure templates for report writing in Go 4 Schools are prepared for the start of report writing period.
- 5.1.1.2. Prepare templates for progress check report writing for student attainment data to be shared with parents.
- 5.1.1.3. Comment banks and Curriculum statements are checked for accuracy in liaison with subject / curriculum area leaders.
- 5.1.1.4. Carry out checks to ensure all reports are complete for all the given deadlines, identifying issues prior to deadline dates to Data & Information Manager.
- 5.1.1.5. All gaps to be followed up immediately and ensure the teachers rectify any issues or missing Data/ information. All issues not being resolved to be chased and brought to the attention of the Data and Information Manager or Deputy Head Teacher.
- 5.1.1.6. Proof read reports for spelling, punctuation and grammar, actively chasing teachers where substantial errors occur and follow through with the changes, if required.
- 5.1.1.7. If required, print reports and pass to SLT for final proof reading and correct errors as a result and reprint
- 5.1.1.8. Collate and Post completed reports – termly and annually where no email address is held or where students have split families.
- 5.1.1.9. Ensuring attainment and soft data is completed accurately and timely, inaccuracies are resolved and rectified for all deadline dates

6. General Administration

- 6.1. To work with the Strategic Business Director and other members of the Senior Leadership Teams to ensure the school census is produced accurately and on time.

- 6.2. Identifying and monitoring post 16 students accurately throughout the year, ensuring their course membership and their guided learning hours are achieved, working with the Strategic Head of 6th Form.
- 6.3. Working with the Strategic Business Director to ensure the maximisation of post 16 funding through monitoring of year 12 & 13 students hours
- 6.4. To work with the Office Manager and Administrative Staff by ensuring that the correct Manifest files are imported and located in the correct area of the Sims system thereby ensuring that the School Work Force census is produced accurately and submitted on time.
- 6.5. Help and support the Exams Officer with final exams acting as invigilator and support exam set ups.
- 6.6. Working knowledge of the following acts, policies and procedures:
 - 6.6.1. Ofsted
 - 6.6.2. Examination
 - 6.6.3. Financial Regulations
 - 6.6.4. Data Protection
 - 6.6.5. Equal Opportunities
 - 6.6.6. Health and Safety
 - 6.6.7. Child Protection
- 6.7. All employees have a responsibility to ensure and follow the safeguarding procedures.
- 6.8. All employees have responsibility to ensure they comply with the Data Protection Act.
- 6.9. Responsible for producing own TIMELOG on a weekly basis.

SUPERVISION RECEIVED:

1.0 Supervising Officer's Job Title: Data & Information Manager

2.0 LEVEL OF SUPERVISION

Plan own work to ensure the meeting of defined objectives

3.0 SUPERVISION GIVEN: (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision
NONE			