



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

STRATEGIC DATA ANALYST

JOB DESCRIPTION

JOB PURPOSE:

In liaison with the Academy's Senior Leadership Team, provide strategic management of data analysis and reporting. Provide assistance and support in the strategic management and effective organisation of the Academy's assessment, reporting, recording and tracking systems which assist the Academy in its primary function of teaching and learning. Construct the timetable for the Academy to meet the needs of all learners.

JOB SUMMARY:

1. Manage all data required by the Academy for external and internal use.
2. Maintenance of accurate assessment and reporting data within the Academy MIS database.
3. Provide strategic guidance to the Academy to ensure the efficiency of the administration and clerical support for all aspects of data management, but specifically within all student and staff data assessment and recording.
4. Provide strategic guidance on exemplary maintenance of student records.
5. Ensure support links are maintained with the community, families and local environment.
6. Be responsible for the smooth running and administration of all public examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring that the Academy adheres to all Awarding Bodies' regulations. Be responsible for the running of all internal and external exams.
7. Create a strategic suite of SLT data dashboards that can be used by the Senior Leadership Team to ensure that interventions are implemented swiftly. These dashboards will be developed for use on a weekly basis and for preparation for internal and external quality assurance.
8. Be responsible for the construction of the timetable.
9. Strategically support other Academies/Schools in the Trust with their data analysis as and when required.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Data, Assessment and Recording

- 1.1 Support the transition of new students to the Academy through the securing and inputting of personal and academic information.
- 1.2 Be first point of contact for the Principal and SLT members for attainment input queries, data collection/windows and associated record keeping.

- 1.3 Strategic responsibility for the administration of accurate and timely entry and arrangement of internal and external examinations at the Academy.
- 1.4 Ensure that the management of, and receipt and despatch of, examination papers for all formal examinations are secure.
- 1.5 Ensure efficient management of secure storage and submission of all controlled assessments marks for relevant formal examinations.
- 1.6 Ensure the administration and management of the creation and deployment of regular reports to parents.
- 1.7 Strategic responsibility for the maintenance of MIS modules to ensure accurate information, relating to personal, academic, admissions and other relevant aspects, is held on each student in the Academy.
- 1.8 Ensure the co-ordination and completion of the Academy Census and other statistical government returns as well as Trust statistical returns.
- 1.9 Provide staff training and literature specific to the staff and Academy's use of MIS software.
- 1.10 Ensure effective setup, maintenance and support of student assessment trackers within the Academy MIS software.
- 1.11 Ensure the co-ordination and completion of the Academy assessment data held on students is accurate and complete.
- 1.12 Ensure the co-ordination and completion of the Academy tracking the progress of students at each key stage.
- 1.13 Ensure best practice is used to create a consistent approach to subject specific mark sheets in line with Academy policy.
- 1.14 Ensure the Academy produces annual reports and interim reports on the progress of all students.
- 1.15 Ensure the co-ordination and completion of the Year 7 intake's data is complete, accurate and imported to the system using DfE supported data source(s).
- 1.16 Ensure best practice is used to create a consistent approach to the administrations and arrangements of regular parents' evenings and half-termly performance review meetings with parents.
- 1.17 Ensure the co-ordination and completion of information requested by internal and external bodies.
- 1.18 Ensure the co-ordination and completion of data and disseminating appropriate and specific data for teachers, tutors, pastoral leaders and teams.

2. Data Analysis

- 2.1 Analyse different raw data from specific projects e.g. reading ages. Use this analysis to target intervention and track progress, for example improvement in chronological reading ages after undertaken intervention.
- 2.2 Produce analysis of progress for groups of students and tailor a catch-up programme accordingly.
- 2.3 Responsible for the setup, maintenance and support of behaviour tracking tools using the Academy MIS software in line with the Trust's Behaviour Policy.
- 2.4 Responsible for the production of Behaviour for Learning analysis that will lead to deployment of staff to groups/classes that will need more targeted support.
- 2.5 Ensure best practice is used to create a consistent approach to analysing data and managing risk register for the Every Child Matters agenda.
- 2.6 Ensure all personalised integrated reports within the MIS system continue to function after each and every update.

- 2.7 Ensure best practice is used to create a consistent approach to analysing academic assessment data to produce reports on progress, effort and behaviour on individual students and cohorts of students at times set out in the assessment calendar.
- 2.8 Ensure best practice is used to create a consistent approach to information relating to attainment, achievement and attendance to managers and Senior Leaders in the organisation to support the analysis of academic performance.
- 2.9 Utilise the analysis of student progress against performance management outcomes to guide the construction of the timetable for the Academy.
- 2.10 Analyse transition points in the Academy and utilise it to construct an effective timetable for the Academy.
- 2.11 Provide strategic support to other Academies/Schools in the Trust as and when required.

3. Timetable

- 3.1 Ensure the co-ordination, development, production and completion of the Academy's timetable in a timely manner.
- 3.2 Ensure the co-ordination and completion of new academic year calendar in using the Academy MIS.
- 3.3 Ensure best practice is used to create a consistent approach to setting up and maintaining registration groups, allocate student memberships, tutors and Pastoral Leaders using the Academy.
- 3.4 Assistance with such other administrative and supervisory tasks as may be required from time to time for the efficient operation of the Academy.

4. Exams and Academy Administration

- 4.1 Oversee and manage the workload of the Exams Officer in the Academy.
- 4.2 Acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.
- 4.3 Ensure best practice is used to create a consistent approach to supporting, maintaining and review of Academy examination policies in line with regulatory, national and examination board requirements.
- 4.4 Ensure effective co-ordination and completion of the planning and publication of each year to staff, parents and students and the examinations schedule encompassing internal and public examinations.
- 4.5 Ensure the co-ordination and completion of liaison with examination boards regarding all aspects of policy relating to examination regulations.
- 4.6 Ensure best practice is used to create a consistent approach to the co-ordination and completion of submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis.
- 4.7 Be the Principal's link with examination boards, following up queries from Subject Leaders and Director of Learning regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by examination boards.
- 4.8 Ensure effective communication between Subject Leads and Directors of Learning in the Academy, regarding all examination entries and the timetable by which entries must be made.
- 4.9 Ensure the Exam Officers receive, check and distribute examination entry statements to students, making and submitting any amended entries to the examination boards.
- 4.10 Ensure best practice is used to create a consistent approach to the receipt of examination results on results days, analyse all results and prepare for the Principal as instructed. Organise the distribution

of results to students (Candidate Statement of Results) and the relevant summaries and data to the Senior Leadership Team, Subject Leads and Directors of Learning in the Academy.

- 4.11 Access emails and website; updating the Academy portal and Virtual Learning Environment as required.
- 4.12 Maintain manual and computerised records using Management Information Systems if required.
- 4.13 Undertake all administrative procedures and processes in a professional manner.
- 4.14 Participate in training and professional development opportunities as required to fulfil the role.

5 Other Responsibilities

- 5.1 Be aware of, and comply with, policies and procedures relating to child protection.
- 5.2 Work within Academies'/Schools' policies and procedures.
- 5.3 Contribute to the provision of an effective environment for learning.
- 5.4 Support the promotion of positive relationships with parents and outside agencies.
- 5.5 Be aware of and respect the confidential nature of issues within the role.
- 5.6 Contribute to the wider life of the Trust, its Academies/Schools and its community through out of hours and partnership work.
- 5.7 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.8 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.9 Contribute to the wider life of the Trust and the Star community.
- 5.10 Carry out any such duties as may be reasonably required by the Principal and the Trust.
- 5.11 Be the responsible person for GDPR and co-ordinate response to freedom of information request learning.
- 5.12 Undertake training of key roles performed by the Exams and Assessment teams in order to be able to assist in other aspects of the exams and assessment team when they are not in attendance.
- 5.13 Ensure all tasks are carried out with due regard to Health and Safety.
- 5.14 Be responsible for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 5.15 Any other duties as commensurate within the grade.

6 Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	9-5 (A*-C) at GCSE including English and Maths.	E	✓	
2.	A relevant degree ICT/business administration or willingness to work towards.	E	✓	
3.	Evidence of Continuous Professional Development.	E	✓	
EXPERIENCE				
4.	Experience of managing and developing Academy MIS software and data systems, such as SIMS.	E	✓	✓
5.	Experience of producing accurate data for reporting and assessment.	E	✓	✓
6.	Experience of gathering and analysis of information.	E	✓	✓
7.	Experience of working in an educational setting.	E	✓	✓
8.	Experience of organising exams within an Academy setting.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Ability to use MS Office software packages such as Word, Excel, Outlook and Microsoft Access, as well as Explorer and databases.	E	✓	✓
10.	Knowledge of statutory data reporting requirements such as Academy census.	E	✓	✓
11.	Knowledge of the examinations system and examination board regulations.	E	✓	✓
12.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
13.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
14.	Ability to maintain positive relationships with students, staff, parents and members of the community.	E	✓	✓
15.	Strong verbal and written communication skills.	E	✓	✓
PERSONAL QUALITIES				
16.	A passionate belief in the Academy's mission statement.	E	✓	✓
17.	Strong team working skills.	E	✓	✓
18.	Highest levels of professional and personal integrity.	E	✓	✓
19.	Excellent interpersonal skills.	E	✓	✓
20.	Personal resilience, persistence and perseverance.	E	✓	✓
21.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓