

|  |  |  |
| --- | --- | --- |
| **JOB DESCRIPTION** | | **JD no: 15** |
| **Job Details** | | |
| **Post Title** | Data Officer | |
| **Responsible to** | Line Manager | |
| **Purpose of job** | | |
| To manage and administer school data, supporting the Principal, Senior Leadership Team and teaching colleagues in promoting the progress and achievement of all students. | | |

**Responsibilities**

1. Provide timely, efficient and effective data management to support the whole school operation including accurately maintaining staff and student data records.

2. Analysing school and student data to support strategic and operational decision making at all levels within

the Academy. Producing reports and advising on the story behind the data as required, including A-Level and GCSE exam results.

3. Collaborate with senior colleagues with responsibility for data, tracking and progress to produce student

progress predictions and targets. Production and sending out of student progress reports to parents.

4. Ensure all DfE returns are carried and are submitted accurately and timely.

5. Preparing reports for internal colleagues, Trust colleagues and external agencies as required.

6. Ensure data structures are adequate for tasks including the integrity, consistency and coherence of data.

To ensure compliance with Data Protection Act and the safe handling and sharing of information.

7. Support with the administration of year 6 intake and in-year student transfers.

8. Support with timetabling and organisation to match curriculum plans.

9. Act as lead for the use of SISRA/data analysis software and maintain accurate data within the system.

Support teachers with its use and provide reports to the Senior Leadership Team.

10. Support colleagues across the Academy with all day to day requirements linked to the use of data systems and data analysis.

11. To undertake any other duties, commensurate with the level of the post, as may be required from time to

time.

**Assessment and Reporting**

 Standard of work will be assessed by the Line Manager and as such the Data Officer will be observed and

monitored both formally, through the Trust’s Performance Development procedures and informally through

daily discussions.

**Student Care Role**

 The Data Officer will follow the Trust’s procedures for student contact & welfare.

 All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child

Protection Officer.

**Training and Development**



 Training and development will be given to ensure that the Data Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

**Communication**

The Data Officer will:

 seek to respond to work-related matters within the same working day wherever possible

 represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

**Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

**Hours of work**

 The Data Officer is employed for 37 hours per week for 52 weeks per year.

**Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

 providing a courteous and efficient service to students and staff at all times;

 using their influence with other staff and students to promote high standards of behaviour and order

within the Academy

 maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

**Performance Management**

The Data Officer will be subject to the Brooke Weston Trust’s Performance Management arrangements as set out

in the relevant policies.

**Appraisal**

The Data Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

**Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.