



JOB DESCRIPTION

Job Title: Academic Data & Systems Manager
Grade: PO1 SCP 27 - 30
Reporting to: Vice Principal

Job Purpose:

To be responsible for, Implementing the strategic curriculum plan through the creation of a carefully considered timetable. Managing the day to day requirements of the timetable including but not limited to set changes, staff movements, curriculum changes and student admissions to the Academy. Managing in full the academic data and assessment systems across the academy, line managing all members of the assessment team. Leading on academy admissions ensuring that all parents and carers are kept informed of the progress of their application and all applications are dealt with in an efficient manner in line with appropriate legislation.

Key Responsibilities:

- Support the Senior Leadership Team in the creation of an innovative curriculum model that is both broad and varied.
- Complete pre-options surveys with students in order to plan staffing requirements early in the school year.
- Manage the GCSE options process from start to finish, ensuring that students and parents are well informed of options available to them and the importance of certain subjects in future career choices.
- Carefully oversee the percentage of students that select the required EBACC qualifications, ensuring that the numbers reflect the required percentage set by the Principal.
- Review the subjects that form part of the Key Stage 4 curriculum on an annual basis, providing recommendations to the Principal on the viability of certain subject offerings based on take up from students.
- Make changes to the structure of the school day as specified by the Principal.
- Create a timetable for the Academy that is in line with the vision presented by the Principal and Senior Leadership Team.
- Create the duty rota timetable and ensure that it is incorporated into the main school timetable system.
- Create the Isolation, Detentions, On Call and Attendance Door Knocks timetable.
- Maintain all elements of the timetable throughout the school year, ensuring that it is kept up to date and changes needed are done so in a well-planned way that keeps all relevant stakeholders informed of changes.
- Manage set changes from Curriculum Leaders throughout the school year.
- Provide both staff and students with printed timetables at the start of the year and when any significant changes are made to the timetable during the school year.
- Ensure that new students to the Academy are interviewed to determine options preferences and provided in a timely manner with a timetable that reflects subject choices.
- Provide curriculum and timetabling information about students to other schools / alternative provisions as required.
- Monitor class sizes across the Academy, ensuring that the Principal is kept informed of areas of concern that may breach the Academy 'Ideal class size' limit.
- Monitor the number of classrooms available within the Academy and make recommendations to the Principal on distribution of classrooms across different subject areas.

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- Play a part in the planning of capital work across the Academy to meet the curriculum and timetabling needs.
- Continuously update the Senior Leadership Team on new and upcoming changes to curriculum legislation or government advice.
- Create reports for both internal and external sources, including but not limited to Governors, The GORSE Academies Trust, the DFE and the Regional Schools Commissioner.
- Have complete end to end ownership of assessment and data systems across the academy.
- Set up SIMS for each assessment point and ensure that all data is collected on time. Follow up with Curriculum Leaders as required.
- Add all collected information into SISRA after each assessment point.
- Create reports on student progress as required by the Data and Assessment Standard Operating Procedure.
- Provide key information to TGAT after each assessment point as directed by TGAT colleagues.
- Compile parental reports after each assessment point and distribute through form groups.
- Provide data as required to the Principal and Senior Leadership Team.
- Provide training to other colleagues on the use of SISRA as required by the Principal.
- Manage mock examination data and collate and share the information as required.
- Arrange all admissions testing for new students who are approved by the Principal.
- Add all new students to SIMS and keep track of students who come on / off the academy role, seeking approval from the Principal as required.

People Management and Training:

- Manage members of the team as directed by the Principal.
- Provide significant and well-informed training to colleagues on new systems that may be put in place across the Academy.
- Ensure that other colleagues within the team are trained in the basic areas of curriculum and timetabling management.
- Continuously monitor the external environment for changes in legal requirements. Provide immediate and well-informed training to relevant colleagues within the Academy as required.

General Administration:

- Provide appropriate, accurate and timely management information to enable continuous evaluation of performance.
- Check that information required by various external bodies is produced within the given time scale and is of excellent quality.

Additional Responsibilities:

- Provide support to the Administration Team as required.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.

Accountability Key Performance Indicators:

- The creation of a well-designed timetable that reflects the school ethos and ensures that students have the best possible chance to be successful in their GCSE examinations.
- The Continuous successful maintenance of all elements of the timetable during the school year.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.

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- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification Academic Data and Systems Manager

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5+ GCSE A* - G (or equivalent) including English and Mathematics. 	<ul style="list-style-type: none"> • 5+ GCSE A* - C (or equivalent) including English and Mathematics. • A degree or higher level qualification in a relevant subject.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of Microsoft packages. • Good ICT skills. • A passion for education and making a difference. • Excellent communicator. • Effective team member. • Drive and determination. • Ambition. • Energy, enthusiasm, sense of humour. • Willingness to contribute to the wider life of the Academy. 	
Experience	<ul style="list-style-type: none"> • Experience leading a team of colleagues. • Recent experience working in a school within a data role. • Having previously used software such as SISRA Observe, SISRA analytics, class charts, SIMS and NOVA-T6. 	

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Continuous Professional Development	<ul style="list-style-type: none">Evidence of commitment to Continuing Professional Development	
Other Conditions	<ul style="list-style-type: none">Enhanced DBS Clearance	

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