WALTHAMSTOW ACADEMY

Data Assistant

Job Description

Hours: 37.5 hours per week, to fall within the working day which is from 07.30am to 17.00pm
This post will be for a total of 52 weeks per year

Job Purpose:

- To support the Data Manager in ensuring all databases and other data systems within the Academy are kept up to date

- To support the Data Manager to prepare and present relevant reports for a variety of users

- To support teachers (and Senior and Middle leaders) in using data to raise student attainment and monitor behaviour

- To support the attendance team in using data to raise student attendance

- To support the Data Manager and Exams Officer in various aspects of external and internal exam administration

Responsibilities – To Support the Data Manager to:

- Maintain continuity of all student related information including; Timetables, allocation of classes, Class Lists, Options Groups, End of Year Process and Creation of new Academic Year

- Manage the collection, organisation, input, presentation and distribution of data relating to student attainment and progress; internal and public examinations, behaviour & attendance data, free school meal information, reading age data

- Assist in the maintenance, development and review of the Academy's data use and Management Information Systems, undertaking training where necessary to keep the school's systems up to date and to identify the most effective use of relevant modules

- Keep the assessment, attendance and behaviour databases up to date. Produce regular attendance, behaviour, engagement and exclusions reports

- Create and produce reports, labels, lists and statistics requested by staff

- Assist in the accurate return of the termly census.

- Assist in the completion of all UL returns by the deadlines set. These include admission, attendance, attainment and exclusions data

- Oversee students' academic records. This includes checking for missing achievements, importing and updating KS2 and KS3 results into Arbor from LA and national resources
- Assist in updating external systems including but not limited to Applicaa, 4 Matrix , ALPs, Infiniti and NGRT

- Assist in ensuring that Respect, Engagement and Attendance noticeboards are kept up to date

General

- Attend INSET as required and relevant meetings.

- Be present on the day the centre is notified of results (these fall in mid and late August)

- Undertake lunch and break supervision duties of students as required.

- Be prepared to cover break duties and/or lunch duties as required

Links
- To be line managed by the Data Manger,

- To work closely with the Admissions Officer, Exams Officer, Network Manager and responsible Vice Principal

- To maintain good relations with external providers, agencies and suppliers

- To work with the UL Data Team as required, who will offer support and guidance

- To maintain good communications and working relationships with staff at all levels, ensuring their needs are met promptly and efficiently

- To attend UL, Academy and team meetings as required

- To participate in agreed professional development activities and the Academy's framework for performance management

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.
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