

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Data Manager
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community.</p> <p>Data Analysis and Submissions</p> <p>To develop and produce analytical and statistical information for the academy, internal and external stakeholders, PPI and other interested parties, and prepare official data returns within prescribed timescales.</p> <p>Ensuring that assessment data is collected efficiently through SIMS as required by the school's data calendar</p> <p>Checking data for accuracy and completeness and working with the progress team to chase missing data to meet deadlines</p> <p>Using systems effectively to produce reports for management including advance excel and pivot tables</p> <p>Using other data tools to produce data for the classroom teacher</p> <p>Providing data for a variety of audiences as required</p> <p>Maintaining prior attainment data, ensuring this is complete and accurate</p> <p>Supporting with the production and distribution of reports to parents</p> <p>Working with the Sixth Form to ensure accuracy of student curriculum information relating to the school census</p> <p>Being present during exam results days to provide prompt analysis of the data</p> <p>Liaising with Leaders across the Academy on the production and provision of data</p> <p>Working with other users of SIMS to ensure templates and reports are appropriate</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p>

	This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.
Reporting to:	DVP Curriculum and Outcomes
Responsible for:	Coordinating the collection, provision and analysis of accurate data for the Academy, enabling teaching staff and ALT to allocate appropriate resources, and to improve the outcomes of pupils.
Liaising with:	Vice Principal, external agencies as required, examination bodies, Governors, staff, pupils and parents/guardians/carers as appropriate.
Salary Scale:	
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
Specialism's	All academy post-holders are expected to contribute to the development of young people and the community.
Self Development	<ul style="list-style-type: none"> To continually seek development opportunities to improve personal performance Line Manager is advised of training needs. Development opportunities are sought/acted upon.
Attitude	<ul style="list-style-type: none"> To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/pupils/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.

Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
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The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.