



# St Joseph's Roman Catholic High School

## Job Description **Data & Systems Manager** **Grade G**

### School Mission Statement

**J**esus Christ is our family role model

**O**pening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

**E**verybody is valued and respected

**Y**oung and old will journey together to build God's Kingdom.

**S**triving for academic excellence and celebrating success in all we do

<b>Role</b>	<b>Data &amp; Systems Manager</b>
<b>Purpose</b>	To be responsible for the collecting, recording and transmitting of information throughout the school.
<b>Reporting To</b>	Deputy Headteacher with responsibility for Data
<b>Responsible For</b>	Cover/Admissions/Data & Sims Assistant and Exams Manager
<b>Salary/Grade</b>	GRADE G
<b>Disclosure</b>	Enhanced
<b>MAIN DUTIES</b>	
<b>Catholic Ethos</b>	<ul style="list-style-type: none"> <li>To support the Catholic Christian Ethos of our school</li> </ul>
<b>Principle Responsibilities</b>	<ul style="list-style-type: none"> <li>Responsible for the management, compliance and operation of all data collection relating to student assessment and attainment tracking systems operating in school.</li> <li>Responsible for providing appropriate, accurate and timely statistical and analytical information for Governors and senior leaders within school.</li> <li>Responsible for some agreed official returns to Local Authority, DfE, LSC and other external bodies</li> <li>Responsible for the management of the Cover/Admissions/Data &amp; Sims Assistant and Exams Manager</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>Be responsible for the planning, development, design, organisation and monitoring of the assessment and attainment data systems within school. Maintain the assessment database and ensure that assessment data held on students is accurate and complete.</li> <li>Be responsible for producing and submitting some agreed official returns to include workforce data returns and other information requested from external bodies including LA, DfE et al.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Develop and monitor management information systems for all student assessment and attainment in all subjects areas across the five year groups in the school including approximately 1000 students.</li> <li>Responsible for developing the use of SIMS Assessment Manager and support staff in their day to day use of the system.</li> <li>Under the direction of the Deputy Headteacher, will determine the need for and arrange provision of data and detailed reports, information, analysis and statistics to track individual students, groups and forms e.g. progress based targets, transition matrices, SISRA on line etc within Outcomes Meetings and Progress to target Meetings</li> <li>To work with SENCO and SEND team to secure appropriate Special Arrangements for pupils who need them.</li> <li>Input and collation of tests, examination, teacher assessment results to produce accurate and update information for management purposes. To ensure that the necessary information required for the further statistical analysis of GCSE, Diplomas, BTEC and other public examinations is produced in an accurate and timely basis.</li> <li>Liaising with Leadership Group and HoDs to ensure data entries are accurate and timely.</li> <li>Submitting some agreed reports including the school workforce information to LA, DfE and other outside agencies.</li> <li>Provide organisational and complex advisory support to other staff including senior leaders, HoDs etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for the design and effective operation of administrative procedures relating to periodic data collection, tracking and analysis. Production of periodic reports on the progress of all students in the school.</li> <li>• Analysing data held in SIMS and producing reports on progress, effort, behaviour on individual students, cohorts of students at times set out in the assessment reporting calendar.</li> <li>• Be responsible for the submission of relevant information to the Leadership Group, the Governing Body and outside agencies e.g. DfE, Annual target setting returns to LA.</li> <li>• To explore and identify future developments e.g. develop the use of Learning Systems to provide 'live reporting' for parents and students.</li> <li>• Be responsible for the design and effective operation of administrative procedures relating to periodic data collection and analysis including working closely with the Examinations Officer and the Cover/Admissions/Data &amp; Sims Assistant.</li> </ul>
<b>Performance &amp; Standards</b>	<ul style="list-style-type: none"> <li>• Provide an overview of analytical data on the behaviour and attendance of pupils to support the Managers of Learning.</li> <li>• To provide full and interim Reports to all pupils' families as determined by SLT.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Be responsible for ensuring that staff have the relevant training on systems to be confident and proficient in entering and analysing data as appropriate.</li> <li>• Be responsible for the provision of specialist advice and guidance to LG/Governing Body etc. on national and local guidelines/policy/statue etc.</li> <li>• Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Establish constructive relationships and communicate with other agencies/professionals</li> <li>• Attend and participate in regular meetings</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> </ul> <p><b>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.</b></p>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed.</p> <p>This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

**Date Job Description prepared/updated**

March 2023

**Job Description prepared by**

S Currass

# PERSON SPECIFICATION

**School** ST JOSEPHS RC HIGH SCHOOL  
**Job Title** **Data & Systems Manager**

**STAGE ONE** Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	
<b>1.</b>	<b>Skills and Knowledge</b>
1.1	Knowledge of ICT skills to support the data management of the school systems and analysis of whole school performance (i.e. SIMS, SISRA, Excel)
1.2	Ability to monitor and evaluate pupil progress
1.3	Ability to communicate effectively with persons at all levels both internal and at external level
1.4	Ability to set and work to agreed targets and work schedules.
1.5	Work constructively as part of a team, understanding school roles and responsibilities and own position within these
1.6	Ability to interpret data and produce informative reports.
1.7	Ability to manage time effectively and work to deadlines
1.8	Ability to self-evaluate and actively seek opportunity for improvement
1.9	Work constructively as part of a team, understanding school roles and responsibilities and own position within these
1.10	To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes
1.11	Knowledge and understanding of relevant policies/codes of practice/legislation
1.12	Knowledge and understanding of Risk Assessment policies and procedures in association with all activities undertaken in line with school policies.
1.14	<b>Customer Care</b> - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.
1.15	<b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.

1.16	<b>Developing Self and Others</b> - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others.
<b>2.</b>	<b>Experience/Qualifications/Training etc</b>
2.1	Relevant degree in Maths related, IT or Business or appropriate Higher Level Qualification
2.2	Excellent analytical skills
2.3	Excellent numeracy/literacy skills
2.4	Willingness to participate in relevant training and development opportunities
<b>3.</b>	<b>Work Related Circumstances – Professional Values &amp; Practices</b>
3.1	Willingness to actively support the Catholic Ethos of the School.
3.2	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements
3.3	Ability to build and maintain successful relationships with staff and pupils, treat them consistently, with respect and consideration.
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice
3.5	A good working knowledge of procedures, policies and professional values associated with role
3.6	Ability and commitment to maintain confidentiality where appropriate.

**Date Person Specification prepared/updated**

March 2023

**Person Specification prepared by**

Sheenagh Currass