BRIGHTON COLLEGE
DUBAI

SCHOOL MIS MANAGER/ACADEMIC DATA MANAGER

APPLICATION DEADLINE 16 JUNE 2023
START DATE 3JULY 2023

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British Schools Overseas inspection report:

OUTSTANDING
IN EVERY CATEGORY

BSO INSPECTED
Education Development Trust
DfE Authorised
Quality Assured by Ofsted

Working for a Brighton College school

Brighton College schools are fantastic places to work. Brighton College is the leading co-educational school in the UK and was named 'UK School of the Decade' by *The Sunday Times* in November 2020.


The Brighton College Family of Schools includes our three Prep Schools in the UK and five current international campuses, with our sixth site opening in Hanoi, Vietnam, in August 2023. **In total, over 6,700 pupils are educated in Brighton College schools around the world.** Working at a Brighton College school means having a base in one of seven exciting cosmopolitan cities - Brighton, Bangkok, Dubai, Al Ain, Abu Dhabi, Singapore and Hanoi.

This international network provides teachers and school leaders with the potential to make fruitful connections and brings a range of opportunities for career progression and promotion. In addition, staff at Brighton schools frequently share best practice and benefit from CPD across the whole group.

Most importantly, Brighton College schools are happy places. Staff and pupils feel fulfilled, and our emphasis on kindness fosters a thriving intellectual, sporting and performing arts culture. We hope you will enjoy this opportunity to join a fantastic group of professionals working across our family of schools.
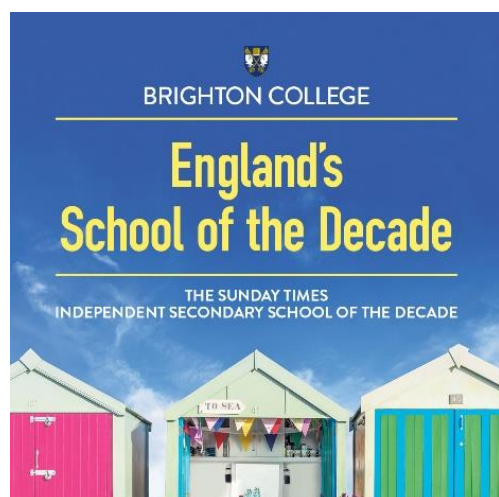
Our approach to education is regularly celebrated. In addition to being named **'UK School of the Decade'** by *The Sunday Times*, we've also been named **'School of the Year'** twice by the same publication; *The Week* named us **'Most forward-thinking school'** in 2017 and 2019, **'Best in the UK for STEM'** in 2020, **'Best for Community Outreach'** in 2021, and **'Best for a Global Outlook in Education'** in 2022. Spears Education Index ranked Brighton College and Brighton College Abu Dhabi as **two of the top 100 schools internationally** in both 2021 and 2022, whilst Brighton College Bangkok won the **International Schools Award 2022 for Diversity, Inclusivity and Justice**.

School MIS Manager/Academic Data Manager

JOB DESCRIPTION

Job Description: School MIS Manager/Academic Data Manager

Responsible for: Brighton College Dubai is currently seeking a School MIS Manager/Academic Data Manager. To be responsible for the overall management of pupil data and whole school data analysis, using the school MIS management system. The analysis of data is across the key stages in accordance with school and external requirements. Added responsibility of performing level 1 and level 2 technical system administration task to ISAMS

Consulting with: All Staff

Reporting to: Head of Senior School

Key Responsibilities:

The post is entirely within the School and has three main areas of responsibility.

1.   School Management Information System (database)

The post holder will take a lead role in the implementation, development and maintenance of our Management Information system which is Isams. The School wishes to make further use of a new package in several areas and the post holder will be pivotal in extending the usage, training and supporting colleagues in developing and ensuring effective use of the School MIS.

The post holder will need to build up an in-depth knowledge and understanding of the School MIS and regularly review its effectiveness working with the Senior Management Team and School staff to understand how the MIS may be best used to meet the current and future needs of the school.

Responsible for monitoring data activity, secure access and security of information, the applicant will have a working knowledge of the Data Protection.

The post holder will support those staff working with MIS modules e.g. Examinations Officer, Deputy Academic, Assistant Timetable, and Admissions Manager and liaise with appropriate members of the management team regarding the maintenance of student and staff administrative data in the MIS, assisting with the transfer of data to and from other systems as required. The post holder will assist with the generation of reports from the MIS including the timely and accurate submission of any statutory and statistical returns.

Updates to the MIS will be installed by the post holder who will be the lead contact with the supplier. In addition, the post holder will conduct regular system reconciliations, data checks and quality assurance tests, ensuring that the MIS is maintained and backed up accordingly. There will be an occasional requirement to assist with critical data preparation and data entry.

2. Application development

Many of the administrative processes within the School can be streamlined and data processed automatically to avoid human intervention on otherwise mechanical tasks. The post holder will be able to identify, implement and maintain data systems to assist in the transfer of information between otherwise disparate databases and systems. This might be achieved via web-fronted applications using standard toolsets or otherwise as required by the Senior Management Team. Such systems might be varied and could include for example the transfer of data between the MIS and the fees system, the integration of information regarding School events and the School calendars, emails hots for communication with parents.

All such application development must be agreed with the College Leadership Team and Bloom Education IT Manager to ensure good co-ordination of IT management across the School.

3. Accreditation & Inspection Coordination

The Data Manager will perform the following key tasks:
- Prepare appropriate data and reports in preparation for internal and external inspections (KHDA, ISI, BSO, Internal Brighton Inspections etc)
- Provide the academic team with student analysis of assessments such as CAT4, GL Progress Tests, assessments, internal data etc
- Ensure that the school is compliant with all KHDA data requirements
- Setup and manage the schools Test Wise account for all assessments
- Responsible for staff coordination and comprehensive document collection in relation to KHDA school inspection visits, all examination board authorisations (ISI/IGCSE/A-Level, BSO) accreditations by international agencies (i.e. CIS/NEASC/COBIS)
- Be familiar with and ensure compliance with all current legislative requirements

The following items represent the main areas of responsibilities and actions:
- Assist with pupil surveys administered both internally and externally
- Create reports to assist stakeholders in data-driven decision making
- Coordinate the various ongoing academic assessment routines offered by the school
- Compile and analyze internal school data on academic performance, examination results, compile and analyze attendance and tardiness reports
- Analyze and prepare reports from local and international assessment data as it relates to the individual student's performance and school improvement
- Provide appropriate training to staff recording and tracking student data
- Manage student assessment data within the school systems (iSAMs, OTrack, SISRA etc - systems tbc)
- Prepare school academic reports and quality assurance process of these
- Create and maintain/subjects/sets and ensure this data is accurate across different systems
- Assist in formulation of subject targets for students
- Monitor user access and security
- Provide analysis of student attendance
- Triangulate internal and external data and against student attendance
- Provide support to system users for general tasks
- Provide data reports and class lists to stakeholders

- Setup and maintain classes within various systems that link to the school MIS (Seesaw, Onenote, SISRA, OTrack, E-praise, SMHW - Systems are TBC)
- Lead on school reporting processes, assessments
- Oversee staff cover
- Develop protocols/procedures to ensure data validity, accuracy and data protection compliance
- Lead staff training sessions on changes to examination processes plus the management of data and systems training
- Manage and organise arrangements for internal examinations.
- Responsible for the preparation of internal and external examinations, all allocation of resources, including room set up, attendance registers, seating plans, stationery, securely storing and checking papers.
- Organization of special arrangements for students with SEND or a where a Special Consideration is required, including invigilation, rooming.
- Provide key data analysis and reports on examination entries and results to senior leaders, students, parents, teaching staff, and governors.
- Develop and manage iSAMs Assessment to ensure an effective process
- Develop, manage and monitor the target setting processes within school, to ensure targets have a positive impact on school outcomes, advise staff, students and parents of the targets, use feedback to amend where needed.
- Analyse and report key data to leadership team and subject leaders, including strengths and weaknesses and reason for these
- Monitor all students progress and report on any reasons for successes or shortfalls continuously throughout the year
- Ensure the assessment policies and procedures are up to date and understood by all staff
- Provide detailed timely analysis of student data for senior leaders, recommending interventions and strategies to be developed across the key stages.
- Analyse trends and patterns and be aware of forthcoming changes to anticipate implications for student and school data and analysis
- Challenge staff on any discrepancies in their data
- Provide advice and guidance for staff to interpret all data within school and national data
- Preparing and presenting training sessions for staff regarding data systems, analysis and exam procedures
- Manage the dissemination of data to enable report construction to share with students, parents and staff.
- Knowledge of iSAMs, OTrack, SISRA, GL, TIMMS, PISA, Excel.

The above list is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Master or line manager.

Other Responsibilities
- Prepare data information packs for staff when required
- Provide training to staff on the school assessment procedures and it's systems
- Undertake research and ensure the school is innovative and impactful with student data

Professional Duties and Responsibilities:

- Always Represent him/herself as an ambassador of the school /Bloom Corporate and in a professional manner.
- Maintain detailed configuration of MIS System and Integrations
- Work closely with other staff in school/ corporate information technology department to provide quality IT support to users and document systems changes
- Assistance to develop applications/tools like databases, macros, templates etc. to automate workflows/processes in the schools
- Monitor and coordinate to deliver iSAMs Training Requests to existing staff and new joiners
- Ensure Prompt follow-up for vendor payments on MIS and related application systems
- Assist in developing and enforcing operational application standard configurations, documentation, and procedures

Qualifications and Experience:

- Bachelor's Degree in Computer Science
- A minimum of 5 years of experience in an MIS /Application /ERP Support Environment
- Experience in the Education entities British Schools/American Schools/Government Schools will be an advantage.
- Fluent in English communication skills
- Strong interpersonal skills to aid in daily contact with staff in a diverse multi-cultural environment.
- Demonstrate professionalism, commitment and integrity.
- Innovative, motivated, resourceful, flexible and outgoing.

REMUNERATION

- An attractive tax free salary
- Private medical insurance for the post holder

All of the above in line with specific school policies

HOW TO APPLY

All applications must consist of the following completed documents:

1. Letter of application (maximum one and a half sides of Garamond 12) addressed to Mr Simon Crane, Head Master of Brighton College Dubai. Please state clearly in your letter your teaching experience, together with details of your co-curricular strengths and contributions. This should be attached to your electronic application.
2. CV (maximum 4 sides) naming two referees, one of whom must be your current or most recent employer. This should be attached to your electronic application.

Please note:

Incomplete applications will not be considered and Brighton College Dubai reserves the right to make an appointment at any stage of the recruitment process.

CLOSING DATE AND INTERVIEWS

Deadline for Applications will be on 16 JUNE 2023

 Interviews are likely to take place week beginning 19 JUNE 2023

Brighton College Dubai is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that should your application be successful, a police check will be undertaken in the country of origin; in the UK, a disclosure will be requested from the UK's Disclosure and Barring Service.

Please click here to view the website