



PERSON & POST SPECIFICATION.

Role:	Data and Information Services Manager
School:	Whole College
Hours:	Full-time
Contract:	Fixed Term, from 1 st April 2020
Classification:	Expatriate Contract
Responsible to:	Member of the Whole College Leadership Team, as allocated
Responsible for:	Driving a data culture forward with the College, overseeing and administering the efficient running of all information systems. Ensuring that data is accurate, output is timely and in the form required by the user.

OUR **PILLARS**, OUR **VALUES**.

WORLDWIDE
<ul style="list-style-type: none"> We build bridges to the world to make a positive difference We care for one another, our communities and our planet We are connected The future is always one step ahead, yet we are already equipped with the skills, courage, and compassion to navigate it with confidence

STUDENTS COME FIRST	ONE FAMILY OF SCHOOLS	PIONEERING SPIRIT
<ul style="list-style-type: none"> I put students at the heart of my decisions I listen to student voice and it is reflected in my practice I challenge myself to constantly do better 	<ul style="list-style-type: none"> I put the team's success ahead of my own I partner across our Group to create new ideas I build trusting, respectful relationships 	<ul style="list-style-type: none"> I find creative ways forward I seek out diversity of thought to inform rich insight I turn ideas into actionable solutions

DULWICH COLLEGE SHANGHAI PUDONG'S **STRATEGIC INTENTIONS.**

STUDENTS COME FIRST	ONE FAMILY OF SCHOOLS	PIONEERING SPIRIT
<ul style="list-style-type: none"> Students' development is prioritised through challenging programmes within our safe and respectful environment, which nurtures their overall wellbeing, enabling them to achieve their academic potential. 	<ul style="list-style-type: none"> Students, staff, and parents work collaboratively in our diverse and international community, in order to have a global perspective and be positive, compassionate contributors to society. 	<ul style="list-style-type: none"> Students have open and inquiring minds, and are encouraged to be creative, innovative, and reflective. As a result, students develop the knowledge, the courage, and the resilience to contribute effectively and confidently to an ever-changing world.



POST-HOLDER **QUALIFICATIONS, EXPERIENCE & RESPONSIBILITIES.**

THE SUCCESSFUL CANDIDATE WILL

- Have a degree or equivalent in a data -related subject or 10+ years' experience in this field
- Have experience in managing and analysing data and information in an educational organisation
- Have expertise in educational Management Information Systems, ideally SIMS
- Have a genuine passion for education and a deep understanding of how data can enhance organisational efficiency, as well as support teachers and school leaders in maximising student learning outcomes
- Role model a mindset of continuous development and improvement, to meet and exceed expectations
- Be able to connect with and train staff across the College community
- Be committed to quality, attention to detail, and high standards

To learn more about us please visit our website <https://shanghai-pudong.dulwich.org>

POST-HOLDER **SPECIFIC RESPONSIBILITIES.**

The College's Management Information System (SIMS)

- 1) To ensure the efficient operation of the College's information system, in liaison with appropriate support agencies, including DCI
- 2) To manage SIMS, such that it works as efficiently and usefully as possible alongside the College's other platforms, including individual account maintenance as required
- 3) To supervise the reliable input of data into the system as required and ensure the accuracy and on-going integrity, as much as possible, of the data set throughout the whole College.

This includes supervising and checking the entry of data by:

- a. academic colleagues
- b. admissions colleagues
- c. administrative colleagues

- 4) To provide staff with relevant data exports and reports, as needed from the system
- 5) To advise Senior management of any developments or improvements needed for the optimum efficiency of the College's MIS
- 6) To train and support staff in the use of the database, as applicable and appropriate

To attend relevant meetings and conferences for Data Managers, as applicable **Academic Data**



- 1) To implement Baseline student testing: for example the online use of ALIS, MidYIS and YELLIS, in liaison with leadership colleagues as applicable
- 2) To download and process the results of Baseline assessments and make the information available and accessible to colleagues
- 3) To support the IBDP Co-ordinator and IGCSE Co-ordinator in downloading external examination results and storing these appropriately in the database
- 4) To analyse external examination data as required, identifying trends, patterns, and meaning in an educational context
- 5) To import any other student data as required from external sources
- 6) To verify completion of internal assessment data entry by teaching staff
- 7) To provide data as needed to support whole School assessment, recording, and reporting strategies, including student lists with relevant assessment data
- 8) To manage the templates required for the entry of internal progress checking data
- 9) To provide analyses and summaries as needed for senior management as well as external agencies of student assessment data (eg. DCI, CIS etc.)
- 10) To liaise with staff and external agencies as required (eg. CEM) regarding student data
- 11) Train and support staff in the use of the Parents' Evening System

Reporting

- 1) To produce templates for the entry of student reports for students in DUCKS, Junior, and Senior Schools
- 2) To produce templates for other reports, such as leavers' transcripts
- 3) To verify completion of report entry for Heads of Year/Year Group leaders
- 4) To prepare for printing or the electronic transfer of completed reports for all students, as required

The Timetable

- 1) To liaise with the School's timetablers and support imports into the Management Information System including the import and merger of Nova-T data

Data Protection

- 1) To support the work of the College's Data Protection Officer, as required.

Liaison with Central Office

- 1) To advise Central Office (DCI) on the functioning of the Group's MIS
- 2) To test pre-release material before it is rolled out to schools
- 3) To advise on possible new and replacement systems. To help develop such systems.
- 4) To be available to be appointed to any relevant group-wide or local working parties where data, or the use of school MIS is a key element.



Supervision

This position will be supported by a Data Assistant for whom they are responsible for the allocation of tasks and Line Management. The Assistant will be appointment with the involvement of the post-holder.

Other Duties

- 1) To meet regularly with School leadership, as required
- 2) To provide training, support and trouble-sheeting to staff in the use of Firefly, SOCS, MiaLearning, Edulink and WoHui and other school data systems
- 3) To work alongside other administration colleagues, as required
- 4) To carry out any other duties as may reasonably be required by a Head of School or Head of College

Recruitment Specification

Required

- High level of computer literacy (including O365)
- Excellent communication and organizational skills
- Project management and delivery experience
- Able to work under pressure and to respond to rapidly changing priorities
- Enthusiasm to promote change to improve efficiency and a pragmatic approach to management
- Flexible approach to working environment
- Ability to provide operational support to users of information technology systems
- Confident to deliver formal training sessions to users
- Experience working with management information systems
- Fluent English

This position is a Support staff role, working full-time, full year.



SAFEGUARDING **STATEMENT.**

Dulwich College International is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices, which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

All appointments are subject to an interview, identity checks, criminal record checks, successful references, as well as due visa and work permit process as required by Chinese law.