

HEALTH FUTURES UTC

DATA MANAGER - JOB DESCRIPTION

Job Title:	Data Manager
Salary:	Up to £29K dependent on skills and experience
Accountable to:	Principal
Reports to:	Director of Operations

Key Purpose:

The school is moving forward at a rapid pace. Accurate assessment is essential and this year we have placed a huge emphasis on making both formative and summative assessment far more rigorous.

To work under the direction of senior staff to support Subject Leaders and other colleagues in providing high quality data information on student attainment and achievement.

Key Roles and Responsibilities:

The Data Manager is responsible for all aspects of data management and manipulation across the UTC. All staff will also be expected to uphold and promote the values and ethos of the UTC and contribute to the development of the students in our care.

Support for Data Management

- Analyse and report on all aspects of student performance
- Manage the student assessment and reporting cycle
- Manage the implementation and provision of effective student information systems (relating to student assessment data)
- Prepare analysis of assessment data throughout the academic year to facilitate the raising of standards and attainment
- Support staff in developing data handling skills that translate analysis into impact in the classroom on educational achievement and progress
- Prepare analysis of all results for Key Stage Assessments and public examinations
- Support the Director of Operations in the submission of returns to the LA and DfE
- Manage the production of student reports, progress reviews and target setting
- Co-ordinate and manage the links between targets, assessment data and examinations
- Liaise with senior staff, including Heads of Learning Companies, Directors, Subject Leaders, and the Senior Leadership Team over the co-ordination of assessment information
- Develop computerised students data modelling, through the use of different modules and packages such as Assessment Manager, SIMS Exam Manager, Performance Analysis, Excel, S2S and Internet resources.
- Manage the Pupil Premium List, ensuring it is kept up to date

Administrative Support

- Make data available to appropriate stakeholders at the appropriate time, e.g. parents, students, teachers, LA, DfE and other external agencies as and when required
- Ensure the integrity of all data held in school
- Ensure data is input in a consistent and accurate manner onto all data systems

- Develop and maintain data protocols
- Assist with the analysis of data produced, and produce reports and documentations for the Senior Leadership Team, governors and/or other stakeholders as required
- Provide data and produce reports in a timely manner to meet internal and externally set deadlines
- Produce regular reports to meet statutory requirements and deadlines
- Ensure the student reporting system is operated effectively and that student reports are delivered on time.

Professional Accountabilities

- this list is not exhaustive and should reflect the ethos of the school