



Job Description

Post title	School Data Manager and Performance Analyst
Academy	Haberdashers' Aske's Crayford Academy
Grade	Band 7 Point; 25 - 28 52 weeks per year £28, 893 to £31, 196 Mon – Fri 8.00am to 4:00pm

Summary of the overall purpose of the job

Crayford Academy is seeking to sustain the consistency and quality of the analyses produced and the way data is used across the school, having established a highly effective data system. The post-holder will work with the 2 other Data Managers within the Federation to develop and improve data systems across the Federation. The post-holder will work closely with the Academy Leadership team and provide them and specifically the Principal with accurate, timely and informative data. The presentation of this data will be user-friendly and suitable for a range of audiences, from teaching staff to school governors.

Key responsibilities and objectives of the job

The post-holder will be responsible for producing data and reports as follows.

Attainment and progress data analysis

- To produce statistical analysis of student performance and progress at Key Stages 1-5 and in the early years. Data is provided by subject teachers and external examining bodies, FFT and RAISE Online.
- To provide the analysed data for Governors, heads of schools, senior management of schools, heads of subject and heads of years, all teaching staff and external agencies such as local authorities and the DfE.

Behaviour and attendance data analysis

- To record, collate and analyse behaviour data drawn from a variety of sources including incident reports and lesson observations
- To test and improve the completeness and consistency of data on pupils' behaviour
- To provide the analysed data for Governors, heads of schools, senior management of schools, heads of subject, heads of years and all teaching staff.

Self evaluation and staff performance management data analysis

- To produce data to inform target-setting for staff performance management for all teaching staff and their line managers.
- To produce data to inform the self-evaluation of the effectiveness of individuals and teams at every level within the Academy.
- To collect and analyse data about the execution of performance management and its impact on staff effectiveness.

Improving the consistency and quality of the way data is used in the Academy and therefore across the Federation

In carrying out all the functions above, the post-holder will need to support teachers and other staff in the schools to improve how they use data. This will include:

- identifying the data requirements of different users based on how the data will be used, including helping the users to specify appropriate and precise requirements, and then producing data and analyses that meet those requirements. Analyses will need to be presented in different ways to meet the requirements of each group of users, but a common approach is preferred across the three schools for any given group of users.
- identify training needs of data users and then provide or arrange appropriate training, particularly in how to access, understand and use data and how to use the SIMS system.

General responsibilities and objectives

- To promote equal opportunities in the Federation/Academy
- To actively promote the aims and ethos of the Federation / Academy
- To support the Academy's commitment to the continued professional development of all staff
- To undertake any additional duties as may reasonably required by the CEO, Principal or Federation Director of Performance
- To promote the Federation's commitment to the continued professional development of all staff
- To attend INSET days in order to develop skills and knowledge

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: 26/04/2017

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED	
			AP	Application
			AS	Assessment
			I	Interview
			P	Presentation
			n	References
			R	
Education/qualification and training				
Is a well-qualified graduate with excellent statistical and analytical skills	X		AP	
Knowledge/skills				
Excellent knowledge of software used in analysing and presenting data, particularly Excel and the ability to learn new programmes.	X		AP/I/R	
Confident communicating verbally and in writing to explain and discuss data and analysis for colleagues from non-technical background	X		AP/I/R	
Proactive approach to identifying ways to help data users make more effective use of data	x			
Experience				
Familiarity with school management information systems - preferably SIMS.		x	AP/I	
Familiarity with the different types of data collected and used in schools	x			
Experience in using SPSS		x	AP	
Experience in analysing and presenting data in a readily understandable and informative way	x			
Experience in helping data users, including those who are not data literate, to understand how to use data and identify data and analytical needs	x			