



Job Description

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| Job title | School Data and MIS Manager |
| Responsible to | Vice Principal |
| Grade | A24 – A28 |
| Working Pattern | Monday to Friday 37.5hr/Wk. All year round (Flexible working options available - Will consider part time for the right candidate – some flexibility to work remotely when applicable) |

Purpose

- To support the Vice Principal and the schools leadership team in the leadership of the use of data as a tool for improvement across the whole academy
- To ensure that quality, up to date statistical information reports are available relating to all aspects of learner progress – in particular, exam results analysis, the monitoring of achievement data and the reporting of this information to the Senior Leadership Team, Team Leaders and other staff within the academy.
- To be confident with and to be able to communicate effectively about information including Key Stage 2 Data, attendance data, Statutory Reporting, Profiles and Target Setting, Self-Evaluation, RAISE, FFT Aspire, ASP
- To work to tight deadlines and to deal with a range of people including staff, senior leaders, governors and parents in producing analytical reports on student performance.
- Ability to scale up role as MAT grows and work with primary and secondary leadership teams
- To manage the entire schools MIS system (Sims) – Tasks such as User permissions, adding/ editing/ removing/ archiving staff and students, Report running/ creation, marksheet creation, end of year procedures, creation of new academic years, managing import and export of SLK files, school census, class changes (this list is not extensive but these are some of the key tasks)
- To populate 4 matrix with performance data.

Main duties and professional responsibilities

- To produce clear, concise, accurate information to support teachers, middle leaders, the Senior Leadership Team and governors in raising standards of performance – particularly for target groups of students.
- To analyse data to identify strengths/weaknesses for teachers, Senior Leadership Team and Middle Leaders (Heads of Department/Pastoral Leaders)



- To simplify data analysis using effective reporting strategies
- To manage data systems and use these effectively to collate and interpret data effectively
- To support senior leaders in building the academic timetable in NOVA-T
- To organise the preparation of specific materials on behalf of the Principal e.g. National and Local Reports and other related documentation etc.
- To have lead responsibility for the assessment and reporting systems in school, liaising with appropriate staff as and when necessary

Data management

- Develop and maintain an assessment data strategy that helps to improve attainment across the school.
- Use a range of data sets and software to inform and facilitate effective and robust target setting e.g. CATS, 4Matrix, FFT Aspire, Raise online, GL assessment, and SIMs
- To provide appropriate and timely data to Senior and Middle Leaders to allow for precise target setting, assessment and reporting.
- To play a key role in supporting all staff to develop data handling skills that translates analysis into classroom impact on achievement and progress.
- To ensure that interim and final assessment data is coordinated and analysed at regular intervals, specifically after each tracking point and summer external exams for all Departments, Senior Leadership Team and Governors.
- To produce reports incorporating historical, national and local comparisons.
- To act as a data consultant to Middle Leaders and the Senior Leadership Team providing them with assessment data that enables them to make strategic decisions related to improvements in student academic performance.
- Support the pastoral team and HR/Exams officer with day to day SIMS support.
- To appropriately inform parents about student progress, coordinating data drops at each tracking stage.
- To frequently provide reports on assessments, behaviour and attendance.

Dimensions

- The post holder will also be required to train senior staff and middle leaders in the use of interpretation of various software packages as well as giving staff support whenever they require it.
- The post holder will offer extended support in the use of SIMS and Power BI for all staff as part of the performance management process.
- To continually aim to improve systems and provision, being at the forefront of national developments.

Standard duties

- Have due regard to safeguarding and promoting the welfare of children and young people.
- Promote and implement equality and diversity
- Adhere to legislation and the Academy's policies and procedures
- Participate in performance reviews and professional/personal development activities.
- Will model the Academy's values at all times to generate a shared purpose
- Respect confidentiality. Confidential information to be kept in confidence and not released to unauthorised persons.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.

Special conditions

- Enhanced DBS Check for a Regulated Activity



Person Specification

JOB TITLE: School Data and MIS Manager

CRITERIA: Applicants should be able to provide evidence of their ability to meet the following criteria.

| | Selection criteria (Essential) | Selection criteria (Desirable) | How to be Assessed |
|---|--|---|--------------------|
| Education & Qualifications | | A good relevant honours degree or appropriate FE qualification. | AF, I, C |
| Experience | You are an excellent practitioner with at least 3 years relevant experience including managing school data and information systems in a school environment. This system must be SIMs | | AF, I |
| Skills & Abilities | Efficient, accurate and excellent attention to detail. | | AF, I |
| | Ability to reflect objectively on your practice. | | AF, I |
| | Ability to produce statistical data accurately in an accessible format. | | AF, I |
| | Ability to effectively use Microsoft Excel to aid the production of reports . | Able to use, create and manage Power BI system | AF, I |
| | Ability to communicate effectively and develop professional relationships with internal colleagues. | | AF, I |
| Experience of different data systems including SIMS, FFT, Raise, Key 2 Success. | Able to use new and different systems to target improved student performance | | AF, I |



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| | <p>Working knowledge of SIMS software package and NOVA T</p> <p>Ability to develop fluency in new systems such as Power BI</p> <p>Able to work independently and proactively.</p> <p>Ability to work effectively in leading a team.</p> <p>High level of organisation skill.</p> | | <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> |
| Work Circumstances | <p>Enhanced DBS Check for a Regulated Activity.</p> <p>Situated at MCA secondary however some appropriate support for our primary colleagues at MCPA may be developed within the Trust</p> <p>Occasional evening and weekend work, with adequate notice.</p> <p>Disqualification by Association Declaration.</p> <p>Take annual leave out of term time, i.e. in school holidays</p> | | <p>I</p> <p>I</p> <p>I</p> <p>I</p> |

AF – application form, T- test, I – interview, C – certificate

N.B. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview