

Data and Timetabling Manager

NJC Pay Range	Band I
Responsible For:	Examinations Officer and Secondary Data Assistant
Responsible To:	Vice Principal

Main Purpose of the Post

- Construct the Academy student timetable using Nova T6 and SIMS.
- Produce all aspects of the academy student timetable, including the Academy Curriculum Led Financial Planning (CLFP) document.
- Work with the Vice Principal on Curriculum, Staffing and Rooming during the timetable construction process.
- Liaise with Senior leaders on Curriculum Management to ensure an appropriate curriculum model is provided.
- Be responsible for statutory statistical returns including Census, DfE, LA updates and assessment checking exercises.
- Contribute to responses of any Academy data breaches or Subject Access Requests.
- Oversee the management and use of the SIMS database and any future development.
- Liaise with Senior Leaders and provide logistical examination support to the Examinations Officer during assessment and exam periods.

Key Areas of Responsibility

- Produce a timetable in line with the Academy's ambitious curriculum model.
- Ensure teaching staff are fully utilised to produce an efficient timetable.
- Provide guidance to leaders at the Academy around recruitment needs.
- Make in year timetable changes such as students, teachers or groupings when required.
- Remain up to date with the latest training on the timetable software package, e.g. Nova T6.
- Support the curriculum and senior leaders to ensure timetable updates through Nova T6.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To engage with the latest educational, business research and legislation to inform effective policy development and seek to influence it.
- To contribute to the strategic direction of the service area and review and update all relevant policies in line with statutory requirements.
- To take a lead role in ensuring Trust workstreams are compliant with policy and practice related to area of responsibility.
- To maintain the overall integrity of the Trust in relation to area of responsibility.
- To conduct comprehensive due diligence on area of responsibility for any school considering joining the Trust and advise the Executive Leaders on any associated risk.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To contribute to the formulation, implementation and review of safeguarding arrangements.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team/service area to deliver high quality performance, ensuring that effective performance management and succession planning arrangements are in place.
- To ensure that teams/service area have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team/service area including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Executive Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To represent the Trust within external forums, creating opportunities to enhance the profile of MLT and acting as a strong and effective influencing voice in those partnerships.
- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To liaise with all curriculum areas to plan and implement effective service and support for staff and students.
- To lead and contribute to the development and delivery of staff and leader training and support across the Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Executive Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.