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|  | **KING EDWARD VI HANDSWORTH SCHOOL****FOR GIRLS****JOB DESCRIPTION – Data Manager (maternity cover)** |
| **Grade:****Hours:****Responsible to:** | Scale 4 point 30 full timeMonday – Friday (36.5 hours a week)Deputy Head – Director of Curriculum and Operations |
| **Main Purpose:** | * To be responsible for the maintenance of the schools management information system (SIMS) and managing staff training with regards to this.
* To be responsible for the effective administration of collection, collation, processing, distribution and analysis of data. To provide these services to a high standard, liaising with colleagues throughout the school.
* To support the timetabler in the production of the timetable.
* To take responsibility for their own professional development and to offer support to the SLT and staff in improving ICT and information handling skills.
* To ensure the prompt and accurate completion and return of statistical data returns for external agency purposes.
* To take responsibility for the production of school publications which relate to data collection and reporting.
* To prepare statistical analyses from examinations and internal assessments, to share with the Leadership Team, staff and students and for all other reporting requirements including press, prospectus, DCSF and governors’ reports and Prize Giving;
* To ensure the completion of data checking exercises on results as required by external bodies;
* To ensure that staff have all the comparative data they need to perform in-depth results analysis in an accessible format;
* To ensuring that student tracking is up to date throughout the academic year and across all key stages;
* To assist in the process and preparation for Prize Givings and distribution of awards and prizes;
* To ensure the production and distribution of data from a variety of sources, e.g. ALIS, Raiseonline, L3VA, FFT, Assessment Manager, DISCOVER.
* To contribute to the strategic appropriate usage of data within school.
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| **Key Duties and Responsibilities:** | **1 To manage the school’s academic, attendance and behaviour data programmes for reporting to parents and SLT. This will require the post holder to:*** Establish marksheets, create templates and ensure timely completion for Review deadlines.
* Input target data about individual students.
* Ensure the appropriate duplication and distribution of interim reports for PALs and SLT and final reports home for parents.
* To assist the Assistant Headteacher with the appropriate analysis of attainment data.
* Establish the appropriate behaviour recording system and to update it annually for PALs as directed.
* Work with the Network manager to establish and manage the online reporting system.
* Check with PALs that all reports have been received at home and to inform SLT of any outstanding issues.
* Provide support and training for the attendance officer with respect to the production of reports and analysis of attendance data as required by SLT or PALs.
* Create a recording system and to report as required on intervention strategies used to support the progress of students.
* Set up and maintain subject specific mark sheets in line with school policy.
* Produce and distribute data from a variety of sources, e.g. ALIS, Analyse school performance (ASP), L3VA, FFT, Assessment Manager, DISCOVER.
* Contribute to the strategic appropriate usage of data within school.

**2 To manage student data transfer. This will require the post holder to:*** ensure the smooth exchange of data between the Examinations, Course Manager and Assessment Manager Modules in SIMS;
* manage communications to students at university to collect information about university courses and degree outcomes;
* collate information on university and other destinations of Year 13 and Year 11 leavers;
* to prepare statistical analyses from examinations and internal assessments, to share with the Leadership Team, staff and students and for all other reporting requirements including press, prospectus, DCSF and governors’ reports and Prize Giving;
* complete data checking exercises on results as required by external bodies;
* receive and distribute certificates;
* assist in the process and preparation for Prize Givings and distribution of awards and prizes;
* Ensure the timely and effective input of data about students upon entry to the school and to maintain this data at regular intervals during their study.
* Ensure that staff have all relevant information available through SIMS at the start of the academic year.
* Manage and ensure the timely return of statistical information as required by the local authority, Dfe, EFA or other governmental authority. This includes Destination Measures, Student and Workforce Census, leavers data to new institutions.
* Liaise with colleagues to ensure the accuracy of data held about a student, such as Care plans, FSM, Pupil Premium and SEND.

**3 To support the Timetabler and Deputy Head in the administration of the school day: This will require the post holder to:*** Maintain the academic and pastoral structure of the school day on SIMS, updating annually as required.
* Assist with the input of option choices and creation of courses, liaising with the Examinations Officer and Timetabler.
* Place students into classes as directed by the Timetabler and Deputy Head
* Establish registers for forms and classes each academic year and ensure smooth transfer for any carousels of teachers between classes.
* Produce and distribute timetables for the start of the academic year for students.
* Ensure that Lesson Monitor is established accurately from 1st September.
* Create and maintain the Critical Incident file for SLT on an annual basis.
1. **To take responsibility for their own and colleagues CPD with regards to SIMS systems and data management.**
* To keep up to date with developments within SIMS and for other systems.
* To help to train colleagues within the Administration Team on the appropriate use of SIMS.

**5 SIMS – its management and appropriate use*** To liaise with the Network Manager re: updates and potential
* To investigate and deploy its functionality as appropriate to aid the tracking of student data and progress.
* Prepare and publish SIMS user guides
* Develop the use of SIMS Assessment Manager, DISCOVER, Profiles and Behaviour Modules
* To Assist the Data Protection Lead in school to ensure compliance.

**6 To assist the Examinations and Admissions Officer with the smooth running of public examinations and the Entrance Test as required.** (This will include attendance on Entrance test days as Administrative support) |
| **Support for the School:** | * To be aware of and comply with all school policies and procedures in particular relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate senior member of staff.
* To be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* To contribute to the school ethos, aims and development/improvement plan.
* To work as part of a team, appreciating and supporting the role of other people within the team.
* To attend and participate in meetings as required.
* Participate and contribute to your annual performance management review and learning needs.
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| **Resources:** | * To ensure use of IT to full capacity in order to produce high quality documents.
* To organise and present information for reports in a variety of formats.
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The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

**Mrs A Whittall**

**Headmistress**

**January 2019.**

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