

Benton Park School

Job Description



Data, Assessment and Examinations Manager

Name:	
Pay scale:	P01 / P02 (Subject to Job Evaluation)
Hours:	37 hrs (AYR)
Responsible to:	Deputy Headteacher: Curriculum and Standards
Line Manage:	Data Admin Team
Review date	April 20

PURPOSE OF THE JOB

To be responsible for day to day management and delivery of high performing, flexible and effective data and assessment services that meet the needs of the school.

To ensure the efficient management of the schools examination and assessment processes, including entries, enquiries about results, compliance with all JCQ and awarding body requirements, appropriate communication with all stakeholders and effective examination administration processes.

To support and develop the schools internal data and assessment processes.

To communicate effectively with staff ensuring that deadlines are clear and the outcome of any data analysis is shared with the appropriate stakeholders.

To support the effective and efficient management of accurate performance, assessment and examination data in a timely manner.

Manage, develop, implement and monitor effective data information systems to support the leadership of the school and contribute to continuous school improvement.

Specific Responsibilities:

National Data / National Agenda Analysis

- Analyse local and national data and prepare summary reports for SLT, Extended Leadership and Governors as requested

Examinations and Assessment

- To lead the development of robust exam practices in school.
- To ensure all students data kept within SIMS is accurate at all times e.g. FSM update and mid -year data transfers
- To maintain an accurate view of examination developments and practices and ensure that the school fulfils its examination requirements (JCQ and exam boards) to a high standard.
- Inform SLT of all changes to legislation, regulations or good practice guidance concerning public examinations and assessment.
- To be accountable for internal and external examinations, organise examinations rooms, invigilators, produce bespoke seating plans and timetables in SIMS Examination Organiser module. Lead on the administration of all exams.
- Disseminate clear and accurate information about public examinations to all stakeholders in a timely manner.
- To manage the school's Examinations and Invigilators budget, ensuring best value is achieved.
- To be responsible for the management, production and facilitation of the transfer of Level 1, 2 and 3 qualifications data on August results days for students. Carry out any exam analysis requested by SLT.
- To co-ordinate and manage all post result enquiries and examination paper requests.
- To ensure the integrity and security of all examination papers at all times.
- To ensure that the school is prepared for and meets all inspection regulations required by JCQ and individual examination boards.
- To manage the support of special examination requirements for students, working with the SENCo Team.
- Organise formal assessments by external agencies as required.
- Working with SLT and Curriculum Leaders, to be accountable for the administration of the Assessment Calendar.
- To produce the 'Exams Preparation' timetable for staff and students in all Key Stages.
- To lead on 'tables checking' and other performance data related requests.

Information Management

- Develop, implement and manage efficient information management systems that support the Headteacher and SLT in all aspects of their role, ensuring that statutory and regulatory responsibilities are met. This includes providing complex information, advice and guidance to internal and external customers at all levels.
- Manage, develop, and implement effective systems in relation to information management, data protection and data access, ensuring the school meets all statutory and regulatory requirements. This will include the development and implementation of policy and procedure.
- Develop, implement, monitor and maintain systems for effective and secure management of complex, sensitive and/or confidential data.
- Produce management information from specialist software systems. This will involve considerable amounts of time extracting and inputting data.
- Use SIMS Assessment Manager to collect and analyse data supplied by staff, transferring this to third party software (i.e. SISRA, ALPS, etc.) for further analysis where appropriate.
- Provide advice and guidance to staff and others on complex issues.
- Deliver specialist training on a range of information systems including complex or specialist software.

Pastoral Data

- Set up and maintain systems to monitor and analyse school's 'Attitude to Learning' (ATL) data, including the use of software such as Classcharts.
- To integrate 'ATL' and 'progress' data to provide a holistic view of student performance and achievements.
- Working closely with the Attendance Officer, prepare detailed reports for SLT on attendance, punctuality and academic performance.
- Ensure effective and timely co-ordination and completion of the school census and other statistical government returns.

MIS

- To be accountable for the day to day accuracy and operation of elements of SIMS e.g. Assessment, Options, Course Manager, Nova and Examinations in order to meet all the needs of school.
- To work with the ICT Team to create a synergy between the various parts of the MIS and the needs of all data users.

Staff Training

- Produce user-friendly guides to enable the systems to be fully used by all staff and students.
- Develop the use of SIMS to support staff in their day to day use of the systems.
- Provide staff training on all relevant ICT applications / programmes in school.

Reporting to Parents and Taking Feedback

- To develop the use and nature of reports in the organisation
- Oversee the production of Progress Reports for Year 7 – 13 students.
- Lead on the development of home – school e-reporting.
- Ensure that the school website provides the latest examination news, performance data and messages regarding student assessment.
- Ensure that parents / carers are provided with all relevant revision and examination materials for school's internal examinations (Assessment Generator and Assessment Calendar).

Calendar and Timetable

- Support the school's leadership team in the development and production of the school timetable.
- Prepare a new academic year calendar in SIMS including promotion of students.
- Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS.
- Set up and maintain registration groups, allocate student memberships, tutors and Key Stage Leaders.
- Lead the updating of the timetable, catering for changes to courses, teachers and rooms.
- Conduct all timetable duties as directed by the Senior Leadership Team.

Additional Duties

- The post holder may be required from time to time to undertake lunch or break time duties as requested by SLT.
- Assist in the development of the School Improvement Plan and Self Evaluation.
- Support and promote the school's policies on Diversity and Equality of Opportunity.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately in a timely manner.
- Undertake any other duties commensurate with the grade of the post.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

All job descriptions may change and/or be amended, following negotiation, with the Headteacher in light of changing national, local and school agendas.

HEALTH & SAFETY

The postholder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

PERSONAL SPECIFICATION

Job Title: Data, Assessment and Examinations Manager

You should be able to provide evidence of:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • Education to degree level or equivalent • Experience of using SIMS or similar to manage complex and/or sensitive information. • Excellent literacy and numeracy skills • Experience of working under pressure and to deadlines • Experience of managing internal and external examinations • Able to communicate effectively with a wide range of people, including sensitive and complex information • Able to manage and maintain effective information management systems 	<ul style="list-style-type: none"> • Experience of working in an Education setting • Experience of analysing and reporting on complex data • Experience of creating and managing the curriculum timetable using specialist software systems
Knowledge & Understanding	<ul style="list-style-type: none"> • The principles and practices of data and assessment management and how these contribute to success • The application of ICT in the development of effective systems and procedures Innovative approaches to developing the use of ICT • The potential uses of data in an educational context • Information Management legislation and best practice 	<ul style="list-style-type: none"> • The principles and characteristics of effective schools • Awareness of JCQ, awarding body requirements developments in schools • Opportunities for staff, students and other stakeholders • Understanding of safeguarding and Child Protection issues • Experience of working with T6 or similar timetabling packages.
Leadership & Management	<ul style="list-style-type: none"> • To effectively lead and work as a member of a team. • Direct and co-ordinate the work of others • Set high standards and provide a role model for students and staff and take responsibility for own and others professional development • Liaise effectively with other organisations and agencies • Develop, maintain and use an effective network of contacts, seeking advice and support when necessary 	<ul style="list-style-type: none"> • Ability to be able to motivate others • Deal sensitively with people and resolve conflicts

Skills & abilities	<ul style="list-style-type: none"> • Strong, demonstrable ability to prioritise, plan and organise • Communicate effectively orally and in writing to a range of audiences • Demonstrate good judgement and decision making skills. • Ability to make decisions based on analysis, interpretation and understanding of relevant data and information • Respect confidentiality 	<ul style="list-style-type: none"> • Communicate the vision of the school effectively within school and the community
Personal Qualities	<ul style="list-style-type: none"> • Adaptability to changing circumstances/new ideas • Ability to inspire confidence. • A commitment to inclusive education • Reliability, integrity and flexible approach 	<ul style="list-style-type: none"> • Determination to succeed and the highest possible expectations of self and others • Empathy in relation to the needs of the school and the local community • Intellectual ability and curiosity • Resilience and perspective