

The Stourport High School & VIth Form College

Job Description



Post: **Data Analyst**

Post holder:

Reporting to: **Data Analyst (Head of Data Department)**

Scale / Grade: **5**

Term time factor/hours per week: **TTO/tbc**

PURPOSE

- Support the development and maintenance of complex strategic and operational data analysis for relevant stakeholders by key stage, year groups and set group.
- Maintain student specific data to a very high standard across different MIS systems.
- Analysing, problem solving, developing solutions to create clear, concise and accurate strategic and operational data analysis systems to support in depth analysis of individual teacher, subject, curriculum and year group performance; as part of the whole school self-evaluation process leading to the raising of standards and progress across whole school.
- Work with the Examinations Manager to ensure the necessary data systems and processes related to these areas are supported, evaluated and improved upon.
- Produce data analysis reports for a range of audiences including non-specialists.

MAIN DUTIES AND RESPONSIBILITIES

Assessment

- Support and update systems to provide a range of data to inform SLT on value added performance of individual teachers, subjects, faculties and students. Support SLT in supplying and analysing data as part of Focus Weeks and Subject Reviews
- Produce analysis of pupil attainment and progress data and use for school improvement i.e. progress checks and exam analysis
- Assist in creation and set up of data systems to highlight and improve in school variation in performance and to enable the effective monitoring of vulnerable students
- Provide ICT skills and knowledge to support data management across the school. Giving training when appropriate to staff and governors on data and interpreting results and findings. Assisting them to use and understand data and target setting
- Support student target setting processes and provide advice on the process
- Keep the Data Team abreast of current guidance requirement and good practice in relation to target setting and the effective use of data. Keep up to date with latest key DfE/RaiseOnline benchmarking data
- Manipulate marksheets, comment banks and report templates in SIMS as required by the role.
- Maintain assessment databases to ensure they are up to date, uploading data sets periodically after each data collection
- Contribute to the construction of the School Assessment Calendar

- Download and input all required data from external agencies into SIMS and include data in relevant analysis
- Assist in the production of student profiles and progress checks, monitoring and student tracking systems
- Work as part of the data team to produce information to staff to enable tracking of pupil progress. E.g. Dashboards, war boards and student stickers.
- Assist in the analysis of summer examination results including overall analysis and faculty and individual staff analysis
- Obtain and upload KS2 data for students transferring late into the school and enter into SIMS
- Support in analysis of a wide range of school data systems
- Keep up to date on all software used to support data analysis within school. E.g. Sisra Analytics, 4Matrix

Reporting

- Create and report data in a clear, concise and easily understandable way to a range of audiences, including non-specialists
- Assist in generating student Progress Checks and Profiles
- Publish relevant attainment, attendance and other data
- Produce internal reports to Tutors, DOL's, Heads of Department and Leadership Team.
- Produce and display key students' progress data including Post 16 (target boards, exam results data)

Examinations

- Assist in checking the accuracy of examination results
- Play a central role in producing detailed, accurate and appropriate analyses of summer examination results ready for distribution to a range of interested stakeholders on results days

Other responsibilities

- Develop constructive relationships and communicate with other agencies/professionals to improve good practice in terms of assessment and data tracking
- Liaise with IBS to resolve any technical issues in terms of effectively using SIMS
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Liaising with line manager to establish best working practices and ensure their implementation
- Ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- Participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale
- Liaise with designated SLT members responsible for examinations, curriculum and assessment
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

Notes:

- a) The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment.

- b) The Governing Body reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- c) The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

Signed (issued by) Date

Signed (received by) Date