

Job Description

Post Title	Data Analyst
Responsible To:	Cumbria Education Trust (CET) Data Manager
Salary	8A – 8B (£24,799 - £25,295) or 9A-9B (£26,999 - £27,905) depending on experience
Hours	37 hours, full year
Start date	1 September 2019

Main Purpose:

To work with the CET Data Manager to strategically develop the Trust's vision for data management and analysis.

To provide effective analysis across the Trust, manipulation, monitoring and utilisation of data to support teaching and learning at all levels of the organisation. The post holder will ensure that the Trust schools and academies have accurate and high quality core data to help raise the standards of performance.

Key Responsibilities

- To provide accurate and appropriate data which allows precise target setting, assessment and intervention.
- To provide quality data analysis across the Trust schools for appropriate groups to assist with identifying personalised learning for all.
- In conjunction with the CET Data Manager to lead and develop any appropriate data training programme for staff in order to help raise standards.

CORE DUTIES

Data

- Act as a first line support to troubleshoot issues to do with the data and the use of it. Acting as the primary contact in relation to any data related issues.
- In conjunction with the CET Data Manager, undertake quality assurance methods to ensure the integrity of the data at all times
- Monitor the effectiveness of data usage, and use any feedback to inform future planning.
- Support with the creation of reports that will provide regular and useful data.

Student Attainment

- Lead on the management of the relevant data management systems to record and analyse student performance data
- Import and export, recording and analysis of student attainment data.
- Ensure that systems and procedures are set up to allow the smooth downloading of external exam/module results and that these are collated, up to date, accurate and accessible.
- Work with the MIS, Reporting & Exams personnel as required when external results are notified, and to assist with the smooth running of results days.
- Research and prepare all reports that advise on performance of different groups of students through internal and external assessment.
- Responsible for the preparation of examination results and self-evaluation data as required.

- Working with the CET Data Manager to ensure the regular quality assurance of student attainment data.
- Ensure that the student data provided by external sources is imported and distributed as necessary.

Reporting and Assessment

- Work with the relevant staff to support and ensure that their work is quality assured and accurate.
- Responsible for overseeing the implementation of any new developments relating to the analysis of data.
- Provide data analysis and information reports as part of the schools' internal Quality Assurance procedures.
- Support in the preparation of OfSTED data requirements.
- Oversee all work involved with creating the schools' statutory returns including the Census, DFE tables checking and other returns, ensuring the accuracy and validity of all data.
- Prepare appropriate reports for the all stakeholders to enhance performance.
- Provide information to school staff in order to analyse performance and increase the effectiveness of teaching and learning.

Behaviour Attendance

- Identify patterns in attendance or absence. Behaviour data is also collected through the MIS. The role of the Data Analyst is to support the Learning Provision staff to develop data on behaviour and attendance statistics and trends

Assessment

- Monitoring achievement and raising standards is a key focus across the Trust. All data relating to student performance is held and a key role of the Student Data Analyst will be to ensure that any data is robust, accurate and user friendly for all stakeholders.

Other

- In liaison with the CET Data Manager, to prepare and lead staff training programmes and CPD on data usage and data management.
- Attend necessary training to keep abreast of data management developments.
- Participate in all aspects of training and development.
- Comply with the school's Health and Safety Policy and associated safe working procedures and guidelines.
- Communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
- Comply with the Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
- Responsible for the implementation of the relevant policies and procedures including within the remit of the post.
- Comply with Data Protection.
- Responsible for safeguarding and promoting the welfare of children.
- This is not necessarily a comprehensive definition of the post and may be subject to modification or amendment after consultation with the post holder

Person Specification

	Essential	Desirable
Qualification/Training/Competences	<p>Exceptional Microsoft Excel skills including lookups, text and string Functions and pivot tables.</p> <p>Maths to a minimum of grade A at GCSE.</p>	<p>Level 3 maths or computing qualifications.</p> <p>NVQ 4 or equivalent or suitable relevant experience in this field.</p>
Relevant Experience	<p>Ability to manage data.</p> <p>Ability to develop bespoke analyses of data sets.</p> <p>Ability to interpret and analyse data for stakeholders.</p>	<p>Experience working in education.</p> <p>Experience of taking a strategic lead in data management projects.</p>
Knowledge	<p>Full working knowledge of relevant policies, codes of practice and legislation regarding data protection.</p>	<p>Working knowledge of school accountability systems for both primary and secondary schools.</p> <p>Knowledge of Visual Basic for Applications (VBA), or the potential to develop it.</p>
Skills	<p>Ability to present information in a clear and concise manner.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to work well under pressure, prioritise workload and meet deadlines.</p> <p>Attention to detail, including data verification checks.</p> <p>Ability to work independently and also as part of a team.</p>	
Special Circumstances	<p>Occasional attendance at meetings outside normal hours.</p>	

	Full driving licence and a willingness to travel to other academies within CET.	
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