



JOB DESCRIPTION

Job Title	Raising Standards Manager: Curriculum Data & Outcomes
Band	Band – Negotiable dependant on experience and skills
Hours	Full Time (flexible)
School	Wodensborough Ormiston Academy
Responsible to	Principal/Assistant Principal

Job Summary

- To develop and lead on effective data analysis/tracking and reporting systems: student welfare & outcomes (progress & attainment).
- To provide information and reports to all stakeholders on student achievement/progress, student welfare and whole school trends.
- To identify, manage and review student intervention groups.
- To develop and lead on whole school timetabling and strategic implementation of the curriculum plan (using SIMS & NOVA T6).
- To manage and maintain academy curriculum, data and information systems (i.e. SIMS & EVA).
- To support the effective management of external examinations (vocational and academic) and internal assessments (i.e. mock exams/PPE sessions) as appropriate.
- To lead on completion and submission of the Census.
- To ensure that vulnerable group information is accurate and up to date.
- To provide strategic direction, training and guidance to staff and SLT on all elements related to: progress and attainment data, student welfare data, curriculum and examinations.

Additional duties and responsibilities

1. Audit and refine existing data and reporting systems: SIMS, NOVA T6 (housekeeping and management of)
2. Audit and develop effective data reporting systems for all stakeholder groups: SLT, MLT, Governors, Parents, Pupils, External Agencies (i.e. DfE, LA, OAT)
3. To provide curriculum and academic support through timetabling, curriculum analysis and course manager as appropriate.
4. Lead the transferring of pupil data via web exchange and S2S e.g. CTF's, prior attainment data, student group information (i.e. FSM, CLA, Young Carers)
5. Lead the recording of admissions and leavers and liaise with the Student Welfare team regarding mid-year transfers. Ensure that timetables and curriculum pathways are implemented according to prior attainment and individual needs.
6. Lead, manage, and maintain all elements of Assessment Manager in SIMS.
7. Manage processes which ensure that effective curriculum, data and information systems are in place and specifically for day-to-day management of curriculum and academic systems (i.e. set lists, data-sweep entries, rooming or staffing changes) and for the completion of the termly School Census, data-sweeps and pupil reports.

8. Analyse and report on external data systems (i.e. Raise Online, FFT) to ensure that SLT/MLT/Governors and OAT know and understand whole school trends, vulnerable groups and benchmark measures.
9. Manage the pupil reports process: manipulating, analysing and presenting data to key staff, parents and Governors.
10. Lead and manage analysis of student achievement and progress data, ensuring that vulnerable groups, trends and priorities are presented to staff, stakeholders and SLT in a timely manner.
11. Identify target student groups for intervention at subject, pastoral and whole school level (recording via user defined groups on SIMS), monitor interventions and report on the impact to MLT and SLT.
12. Lead training sessions to teaching and support staff on whole school priorities (in line with the SIP): attendance/behaviour, achievement/progress, curriculum.
13. Provide reports and analysis to the student welfare team re: attendance, behaviour, achievement and progress with a specific focus on vulnerable groups.
14. Assist in target-setting and managing the analysis of progress data
15. To keep abreast of curriculum and examination changes and to ensure that SLT know and understand changes affecting key performance measures and discounting.
16. To implement and maintain the academy curriculum plan/timetabling on NOVA T6.
17. To ensure that all elements of SIMS/housekeeping are up to date and accurate.
18. To develop and implement an assessment and outcomes calendar.
19. To ensure the Census is accurate and completed on time.
20. To support all aspects of the external/internal examinations system.
21. Line management of identified business support staff.

Additional Duties:

1. To participate in the operation of the Academy's Personal Performance Development Scheme.
2. It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
3. The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Wodensborough is committed to the safeguarding of children and all staff are expected to ensure that the Academy is a safe and secure environment for our students



PERSON SPECIFICATION

Job Title	Raising Standards Manager: Curriculum & Outcomes
Band	Band – Negotiable dependant on experience and skills
Hours	Full Time (flexible)
School	Wodensborough Ormiston Academy
Responsible to	Principal/Vice Principal

	Essential	Desirable
Qualifications	Educated to GCSE Grade C in English & Maths and educated to Further Education	Educated to Higher Education
Experience	<p>Experience working with schools of similar context</p> <p>Experience in reporting to stakeholders and external agencies (i.e. for the purposes of reviews or Ofsted inspections)</p> <p>Experience of school-based computerised systems, such as SIMS and NOVA T6</p> <p>Experience in timetabling using NOVA T6</p> <p>Experience in collating, analysing and presenting data to stakeholders</p> <p>Experience in the use of spreadsheets, especially Excel</p> <p>Experience in reporting on/supporting curriculum development and change.</p> <p>Experience in leading on/supporting external examinations.</p>	<p>Experience in using data analysis tools i.e. SISRA or EVA.</p> <p>Experience in reporting on student welfare.</p> <p>Experience in identifying students and monitoring interventions.</p>

Training	<p>Evidence of recent training and professional development which is relevant to the role.</p> <p>Experience in leading training for support staff and teaching staff within a school.</p> <p>To know and understand how to use SIMS, NOVA T6 and/or other school-related software systems</p>	Experience in participating in/leading networking groups
Special Knowledge	<p>Knowledge and understanding of SIMS and NOVA T6.</p> <p>Word, Excel, Publisher.</p> <p>Knowledge and understanding of Raise Online, Fischer Family Trust Data and Value Added.</p> <p>Knowledge of how to use NOVA T6 to schedule and maintain a school timetable.</p>	<p>Knowledge of data analysis systems i.e. SISRA or EVA</p> <p>Knowledge of reporting on student welfare.</p>
Disposition	<p>Ability to use initiative and to delegate effectively.</p> <p>Ability to process and interpret large amounts of data.</p> <p>Co-operative within a team and also the potential to lead a team.</p> <p>Able to work under pressure and to stick to deadlines.</p>	
Practical and Intellectual Skills	<p>Excellent communication skills – written and verbal</p> <p>High standard of presentation</p> <p>Ability to analyse and interpret data in order to identify and spot trends</p> <p>Meticulous with an eye for detail</p>	
Legal Requirements	Enhanced DBS Clearance	