

Job Title:	Trust Data Manager
Salary:	£38K - £45K
Responsible to:	Chief Information Officer
Main Location:	Main Location STOC Central Office with travel to other sites
Working Pattern:	All Year Round, 37 Hours per week
Purpose of Job:	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To work closely with the Trust Strategic Leadership Group and school leadership teams to develop and support systems which provide data to facilitate school improvement. • To guide the work of school-based Data Mangers. • To support schools in the production of pupil reports, timetables, and options choices. • To ensure that schools utilise its Management Information System to its fullest extent. • To effectively line manage school Data Managers.

Trust Data Manager

This is an exciting opportunity to join the Trust at it enters a period of significant growth. The successful candidate will help shape the way that data is managed across all of our schools.

The successful candidate will:

- Work closely with the Trust Strategic Leadership Group and school leadership teams to develop and support systems which provide data to facilitate school improvement.
- Provide comprehensive support to all schools in the Trust in relation to managing its MIS.
- Support the ongoing development of the Trust MIS to ensure it is used effectively within all STOC schools by pre-empting any development required.
- Liaise with external organisations (e.g., FFT, GL Assessments and others) to ensure consistency of provision.
- Be accountable for the use of data systems in raising standards and performance across all Trust schools.
- Lead on the design and set up of systems for the capture of school level data for attainment and progress and all other educational KPIs within Trust schools at school, subject and teacher level.
- Lead on the design and set up of systems for the capture of school level data for behaviour, attendance and safeguarding within all Trust schools at school, phase and teacher level (where appropriate).

The St Teresa of Calcutta Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Expressions of interest on the attached form should be submitted to recruitment@stoccat.org.uk by the closing date.

Please send all queries to recruitment@stoccat.org.uk

Closing Date:

JOB DESCRIPTION

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Main Duties

The following is typical of the duties the post holder will be expected to perform, it is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Work closely with the Trust Strategic Leadership Group and school leadership teams to develop and support systems which provide data to facilitate school improvement.
- Provide comprehensive support to all schools in the Trust in relation to managing its MIS.
- To provide Trust-wide expertise, and provide relevant training, in all aspects of its commonly used Management Information System (Arbor) and other core data handling systems.
- To create training programmes that ensure that STOC staff possess the skills and understanding to fully utilise the Management Information System and data handling systems at their disposal.
- To manage, co-ordinate and present the performance data of STOC and its schools to Trust leaders and other audiences (including governance committees) for the purpose of evaluation of performance.
- To take responsibility for all statutory returns including those to DfE at census points.
- To liaise with Exams Officers to ensure that fail-safe processes are consistently applied to all schools to ensure the appropriate management of data management relating to external examinations/assessments.
- To work with Exams Officers, where applicable, to plan for and deliver exam results in accordance with the timescales specified by the school.
- To support the ongoing development of the Trust MIS to ensure it is used effectively within all STOC schools by pre-empting any development required.
- To attend meetings to interpret, scope and implement change regarding data.
- To develop new data systems to respond to the changing needs of the Trust as it grows.
- To liaise with external organisations (e.g., FFT, GL Assessments and others) to ensure consistency of provision.
- To be accountable for the use of data systems in raising standards and performance across all Trust schools.

- To monitor target setting outcomes for all children and monitor progress and reporting on a Trust wide level.
- To lead on the design and set up of systems for the capture of school level data for attainment and progress and all other educational KPIs within Trust schools at school, subject and teacher level.
- To lead on the design and set up of systems for the capture of school level data for behaviour, attendance and safeguarding within all Trust schools at school, phase and teacher level (where appropriate).
- To create custom reports for school level data in all areas.
- To read and interpret DfE technical guidance on data, including Statistical First Release.
- To ensure that data systems are updated in line with changes to technical guidance.
- To disseminate changes in policy and practice to key stakeholders, including Trust and school leaders and data administrators.
- To advise schools and staff (including Headteachers and Chief Performance Officers) on methods of accessing information and to provide in-house training on data target setting, interpretation, results and findings.
- To ensure accuracy and timely submission of pupil and workforce census returns.
- To ensure successful curriculum management by maintaining the associated MIS modules.
- Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.

Data Protection:

- To work with the DPO to ensure the Trust, its employees and key stakeholders are aware of their data protection obligations under the Data Protection Acts (including GDPR) and support and drive the implementation and adherence to all required standards.
- To update Data Protection and Freedom of Information policies and procedures, this will include awareness training, and training of staff involved in processing operations, and providing guidance on any rectification issues.
- To identify changes/new processes for the use of data (email, telephone, direct mail, other electronic communication) that need to be introduced to manage user records correctly, to comply with Data Protection and Privacy (legal and best practice) recommendations
- To carry out Data Protection Impact Assessments (DPIAs), as advised by the Data Protection Officer, or work with Trust staff to produce these.
- To liaise with other organisations that process data on our behalf to ensure they comply with Data Protection law.
- To act as a point of contact for individuals and manage all Freedom of Information requests to ensure they are addressed and comply with legal requirements.
- To act as a point of contact for individuals (data subjects) and manage all Subject Access Requests to ensure they are addressed and comply with legal requirements.
- To liaise with other organisations that process data on our behalf to ensure they comply with data protection law.
- To provide guidance and support on how to deal with data breaches.
- To provide any staff awareness training required in relation to data protection.
- To update and monitor Trust data mapping.
- To monitor the Records Management policy, update retention schedules, encompassing both paper and electronic records, ensuring compliance with regulatory requirements.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Ability to relate well to children and adults.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

Location:

The role is central office based with regular visits across school sites. A valid driving licence and access to a vehicle is necessary to fulfil this role. Authorised mileage claims should be submitted to the Post holders Line Manager to recompense for this travel.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

Person Specification

		Essential / Desirable	Evidence
Qualifications	Educated to Degree level or equivalent in relevant discipline.	D	A/C
	Evidence of commitment to updating knowledge through regular CPD.	E	A/I/R
	Further professional development in relevant fields.	E	A/I/R
Skills, Knowledge & Experience:	Knowledge of relevant legislation and guidance with regards to data management.	E	A/I/R
	Experience of analysing and interpreting education performance data.	E	A/I/R
	Experience of data and system management in an academy/school, local authority or education setting.	E	A/I/R
	Experience of working with data analysis tools and software to interrogate data.	E	A/I/R
	Experience of producing reports for a variety of different audiences.	E	A/I/R
	Experience of planning and providing in-house training to colleagues.	E	A/I/R
	An understanding of the principles and practices of good data management and how these contribute to operational planning and delivery.	E	A/I/R
	Excellent and proven record of working with school Management Information Systems (ideally Arbor).	D	A/I/R
	Experience of the use of an implementation of GDPR practices.	D	A/I/R
	Full understanding of relevant codes of practice and awareness of relevant legislation of working in an education setting.	D	A/I/R
Personal characteristics	Demonstrate personal and professional integrity, including modelling values and vision.	E	A/I/R
	Ability to be adaptable and work flexibly across the Trust.	E	A/I/R
	Commitment to promote and support the aims and values of the St Teresa of Calcutta Catholic Academy Trust.	E	A/I/R
	Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness.	E	A/I/R
	Ability to work under pressure with limited supervision.	E	A/I/R
	To be discreet in dealing with sensitive matters and collaborative working with executive leaders.	E	A/I/R
Equal opportunities	To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E	A/I/R

Key

E Essential **R** References **I** Interview **C** Certificate **D** Desirable **A** Application