Batley Multi Academy Trust

Batley Multi Academy Trust - Job Description

Trust/School Post:	Upper Batley High School
Department:	Data
Post:	MIS Manager
Grade:	8
Accountable to:	Deputy Headteacher
Responsible for:	Cover Supervisions and Cover Coordinator

Purpose of Job

- Responsible for the day-to-day operation of the School's Management Information System, ensuring all data, assessment and curriculum information is up to date and in line with statutory requirements.
- Provide learner assessments and progress reports on a regular basis for the Senior Leadership Team, Curriculum Leaders, Teaching Staff, Learners, Parents and Carers.

Responsibilities

Data and Assessment Responsibilities
- Provide information, where appropriate for external bodies including the DfE and Local Authority, linking with the Data Team.
- Responsibility for the creation of the School census for the DfE three times a year, liaising with relevant staff (e.g. SENCO, Attendance Officer, SLT)
- Responsible for creating and maintaining class charts data for all staff and all classrooms.
- Responsible for the creation of mark sheets and templates whilst ensuring all data is entered efficiently and accurately.
- Horizon scanning for statutory changes and longer term planning for larger PAN and more complex requirements of the timetable and curriculum.
- Oversee the collection, creation, the entry and publication of assessment data.
- Set up, manage and report the MCAS and advise Senior Leaders regarding this.
- Produce a variety of learner progress reports for staff, parents and external agencies where appropriate.
- Maintain, develop and regularly access the school's data handling procedures and systems making recommendations to the line manager.
- Support the Deputy Head Teacher in the delivery of the School's Assessment Calendar, ensuring all reports are published in time.

Curriculum Responsibilities
- Produce the School's curriculum, creating timetables for all teaching and classroom based staff.

- Manage all aspects of the scheduling of the School's timetabling including the production of set lists, learner and staff timetables.
- Actively engage parents at parents evening and other events to promote MCAS.

General Role Responsibilities
- Devise and deliver on regular structured training to staff on the use of the MIS, Class charts, MCAS and use of spreadsheets and data.
- Train parents and Carers to use the MCAS app.
- Train a team of staff to the "Sign up" to MCAS at parents evening and at other School events outside of the School day.

Middle Leadership Responsibilities
- Hold regular team meetings and appraise managed staff.

Additional Information
- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: MIS Manager	Grade: 8

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Educated to degree level in relevant subject (example)	Essential	Certificates
Relevant Data/timetabling related ICT Qualification	Desirable	Certificates
Specialist Experience of Academy/School Management information Systems	Essential	Application Form/ Selection Process
Experience of managing a team effectively	Essential	Application Form/ Selection Process
Experience of word processing, spreadsheets, databases, Powerpoint and other computer based systems.	Essential	Application Form/ Selection Process

Performance Attributes *Please note, all the following criteria are **essential***	Method of assessment
Good literacy and numeracy skills to be able to produce complex documentation.	Application Form/ Selection Process
Good IT skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, students, parents/carers and members of the public.	Application Form/ Selection Process
Makes an active contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form/ Selection Process
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school/ Trust.	Application Form/ Selection Process
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Application Form/ Selection Process
Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve problems.	Application Form/ Selection Process

Recognises the importance of continued professional development.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process