



**BATLEY GIRLS' HIGH SCHOOL
JOB DESCRIPTION**

POST HOLDER	VACANT
TITLE OF POST	MIS, Assessment & Curriculum Manager
SALARY	Grade 9 - Term Time Plus 2 Weeks
LINE MANAGER	Deputy Head-Achievement
RESPONSIBLE FOR	Senior Cover Supervisor

Purpose of the post

- Curriculum planning including timetabling using information from the Senior Leadership Team
- Responsible for the day-to-day operation of the School's information Management System , ensuring all data, assessment and curriculum information is up to date
- Provide student assessment and progress reports on a regular basis for the Senior Leadership Team, teaching staff, students, parents and carers
- Providing information, where appropriate for external bodies including the DfE and Local Authority- Linking with the Data and Exams Officer,
- Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post

KEY OUTCOMES / ACTIVITIES

Data and Assessment Responsibilities

- Manage the flow of relevant student data between the School and all outside agencies
- Responsibility for the creation of the School census for the DfE three times a year, liaising with relevant staff (e.g. SENCO, Attendance Officer)
- Responsible for the creation of marksheets and templates whilst ensuring all data is entered efficiently and accurately.
- Oversee the collection, creation, the entry and publication of assessment data
- Produce a variety of student 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 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, facilitating 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, student and staff timetables

General Role Responsibilities

- Devise and deliver on an ad-hoc basis, structured training to staff on the use of the MIS and use of spreadsheets and data

Middle Leadership Responsibilities

- Hold regular team meetings and appraise managed staff

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of BGHS
- Recognise own strengths and areas of expertise and use these to advise and support others
- Promote team work within the team, working in partnership to ensure effective working relations
- Treat all users of the School with courtesy and consideration
- Be aware and comply with all Academy policies at all times

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.