



Job Description

POST:	Data Manager
RESPONSIBLE TO:	Vice Principal – Quality of Education
SALARY:	Grade 4
KEY RELATIONSHIPS:	Principal, Senior Leadership Team, Subject Leaders, Heads of Year, premises team, office team, SJPIIMAC operations, finance and premises team
LOCATION:	BWCS
WORKING PATTERN:	36.5hrs – Full Time
DISCLOSURE LEVEL:	Enhanced – Bishop Walsh catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none">1. Regularly supervised with work checked by supervisor2. Left to work within established guidelines subject to scrutiny by supervisor3. Plan own work to ensure the meeting of defined objectives

Members of staff at Bishop Walsh Catholic School will role model the Catholic values of the school at all times and support the school in delivering on it's vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

- To contribute to the improvement in teaching and learning through the provision of accurate and timely **examination, assessment, pupils data and pastoral data as required.**
- To manage the administration of pupil data entry and reporting
- To construct the school timetable under the direction of the senior leader for curriculum/
Principal
- To be responsible for all administration around internal and external examinations through the line management of the Exams Officer.
- To be responsible for the school office including the line management of the office assistants. Delegate work and duties to the office staff as appropriate.

Accountabilities – Specific

- To be responsible for the school timetable liaising closely with the curriculum Senior leader and address any ongoing timetabling issues that arise through the year. Allocate and maintain student timetables and grouping records under the instruction of the Senior Leadership Team
- Work closely with the Examinations Officer, including supporting the management of the results and analysis process.
- Provide detailed, comprehensive and understandable verbal and written reports and analysis of data trends across different areas of the school as required
- Be responsible for training staff on understanding data and use of SIMs Assessment Manager and SISRA analytics to drive improvements.
- Oversee the production and analysis of data relating to student numbers, retention, achievement, success rates and destination data for internal purposes and be responsible for the production of student and curriculum related performance indicators, to underpin internal quality assurance and performance management processes
- To work closely with the senior and middle leadership teams on matters of curriculum and assessment such as options process.
- To inform pupils and parents about test/exam requirements and procedures and co-ordinate deadlines for assessment information.
- To liaise with staff, parents and pupils about assessment data and problem solve queries about assessment information and curriculum matters.
- To analyse all assessment data as directed by the leadership team disseminating timely and accurate assessment data analysis to staff including subject leaders
- Be knowledgeable about the school assessment data analysis programme to produce reports for SLT and middle leaders based around ongoing assessment data and annual examination results.

- To liaise with staff and pupils about other data including behaviour, attendance, punctuality and as directed by the leadership team. Upload information and produce, co-ordinate and disseminate information/reports to appropriate staff via the intranet or hard copy.
- To ensure that pupil records on the data management system are continuously kept up to date liaising with the administration team as required. This includes new admissions to the school liaising with St John Paul II MAC as required
- To ensure that all census data is completed and sent off to the relevant authorities by the set deadlines. This includes the workforce census.
- To ensure that all retention data including NEET data is collated and disseminated accordingly
- To make arrangements for the collection of destination data for pupils post 16 and post 19
- To arrange for the electronic receipt of pupil data from other schools and incorporating it into the school's database. This includes the transition and admissions process between Y6 and 7.
- To assist with the allocation of pupil data to particular forms and class groups
- To arrange for the electronic dispatch of pupil data to other school's relevant Local Authority (or other) agencies
- Liaise with the pastoral team on matters of managed moves and alternative provision pupils including off rolling pupils.
- To support as directed with the 6th form bursary
- To ensure that performance data is sent to the relevant authorities such as Local Authority, DfE and BDES
- Ensure that Free School meals data is accurate and updated
- To ensure the school is compliant with the Data Protection Act and Freedom of Information Act and undertake the role and tasks associated with on-site Data Protection Officer. This will be in liaison with the SJPIIMAC COO who is the overall Data Protection Officer for the MAC.
- Ensure that following data programmes are used and maintained:
 - Analyse School Performance
 - League table performance data
 - Ofsted Inspection Data Summary Report (IDSR)
 - Sixth form documents (Level 3 analysis, ALPs Data, Oxford Analytics etc)
 - Ofsted framework
 - Any other documentation relating to performance data
 - Impulse admissions portal
- To oversee parent mail, SIMS parent APP, website and biometrics

General

- To be a visible and pro-active part of the duty system throughout the School day both in terms of before and after school, and during break time
- Support with the delivery of whole school curriculum activities such as enriched curriculum time and trips and visits as directed
- Participate in all training as directed
- To attend staff meetings and relevant staff events as required

Job Description-Data Manager

Data Systems

- Creating and maintain SIMS marksheets for all school internal data.
- Responsible for updating Course manager
- Responsible for uploading data and maintaining SISRA
- Responsible for uploading and accessing data from FFT for the purposes of assisting Vice Principal with data analysis and target generation pre and post 16.
- Responsible for creating profiles for CAT4 Testing for Year 7 students & ensuring the smooth running of the tests
- Responsible for students reports (Learning Cycles) including data input, analysis and reporting to parents by uploading to the SIMs parent APP.
- Requesting ULN's for students over 14 from the LRS (Learning Record Service) and uploading them into SIMS. Ensure that students/parents are aware that a ULN has been created for them and what they can use it for.
- Work closely with Vice Principal to support the management of the results and analysis process.
- To ensure that all retention data including **NEET data** is collated and disseminated accordingly, this includes assisting with reporting to stakeholders (local governing body, board of directors, school leaders and CESL). Completing Annex A and C for the local authority return and ensuring the contents are fully checked for accuracy.
- To make arrangements for the collection of destination data for students post 16 and Post 19. This includes obtaining information from the September guarantee, careers advisors, Head of Year 11 and VP ic Sixth Form.

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.

Person Specification-Data Manager

	Essential	Desirable
Education/Qualifications		
Numeracy and literacy skills equivalent to Level 2 or above	√	
Relevant professional training or development	√	
Experience		
Working with or caring for children of relevant age		√
Collaborative and supportive work with colleagues within the organisation	√	
Collaborative and supportive work with parents		√
Skills and Knowledge		
Basic understanding of child development and how children learn		√
Understanding of relevant policies/code of practice and awareness of relevant legislation		√
General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)		√
Ability to relate well to young people and adults		√
Good oral and written communication skills	√	
Good listening skills	√	
Proficient ICT skills appropriate to the role, including knowledge of data management systems	√	
Knowledge of timetabling software	√	
Effective time management	√	
Effective and efficient organisation and administrative skills	√	
Committed to continual personal and professional development	√	
Sound knowledge of Health and Safety legislation	√	
Personal Qualities		
A commitment to maximising the academic, personal, social and emotional development of all pupils	√	
Work constructively as part of a team	√	
Willing to work within organisational procedures, processes and to meet required standards for the role	√	
Be resilient and demonstrate ability to work well under pressure	√	
Able to adopt a flexible working practice	√	
Excellent record of attendance and punctuality	√	
Equal Opportunities		
Commitment to the Academy's Equality and Safeguarding policies	√	

