Education Trust

Job Description

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job Title: Data, Systems and Training Manager	**Salary Range:** Grade 5 – Pts 38 to 46 (£34,106 to £41,846)
Accountable to: Headteacher/Deputy Headteacher	

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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Purpose of Role:

To oversee, develop and maintain the school's use of data for the Senior Leadership Team (SLT). Create and maintain strategic and operational data systems within school, and ensure staff are aware of how these operate. Liaising with and briefing SLT, Governors, Heads of Department and Exam Officer on the interpretation and implication of data.

Producing clear, concise and accurate information to support the SLT in raising standards of performance in the school. Maintaining student specific data to a high standard. Setting up, maintain and review highly complex data. Analysing, problem solving, developing solutions and/or strategies with senior leaders in increasing school improvement.

Main Responsibilities:

- To support the SLT in ensuring the data across the Academy is up to date, accurate, accessible and well presented for a range of audiences in order to evaluate the performance of every pupil
- Maintain a detailed working knowledge of all areas of the current MIS system and other supporting systems and services. Look out for and inform the ICT department about any version changes to these products
- Using KS2 and baseline data to set targets and groups for new and existing pupils
- Developing and disseminating an accurate and full understanding of the use of the school's management information system and other data systems

- The management of all school data, both internal and external

- Advising on issues relating to student attainment and whole school data collection and analysis
- Develop and implement the target setting process and data analysis related to attainment, progress and performance measures
- Advise and assist the SLT in reporting to the School Improvement Partner, Governors, Trustees and Ofsted Inspectors in target setting and detailed analysis of school performance
- Produce effective clear, accurate work, meeting deadlines to, successfully complete tasks, maintain confidentiality and work on your own initiative
- To manage the Academy's commitments for the reporting of data to the DfE and other agencies making sure that our commitments are met and that data transferred is accurate and reliable eg Census
- Support the maintenance of the school timetable, including in year staff/pupil timetable changes and ensuring all staff and students have a timetable at the start of the academic year
- Experience of working with a school MIS such as SIMS; is essential. Experience of working with various systems is preferable
- Ensure effective and appropriate systems are in place for the collection and dissemination of all assessments of student progress
- Produce effective and accurate reports of assessment for parents/carers including individual student level target setting and academic profiles, liaising with key staff as appropriate and as required
- Develop, monitor and maintain the school report system and procedures
- Ensure that external data is available for school use eg Raise Online/Fischer Family Trust and arrange for effective analysis and dissemination to the Senior Leadership Team, departments and staff
- Provide ICT skills and knowledge to support the data management being developed in school to monitor and analyse performance
- Support staff in the analysis of performance data
- Create and maintain data systems to highlight and improve in-school variation in performance
- Produce and analyse data to support effective self-evaluation eg SEF/School Improvement Plan/statutory target setting/performance management
- Analysis of assessment, examination and test data at key points throughout the year to identify groups of pupils and identify underachievement
- Provide theoretical, practical and procedural knowledge in the specialist area of data in schools
- Keep up to date with all curriculum and ICT developments and their impact on data collection and analysis and advise SLT as appropriate
- Keep abreast of current guidance, requirements and good practice in relation to target setting, the effective use of data
- Provide data training for staff

- Advise SLT and teaching staff in relation to deadlines for data entry/extraction and analysis requirements
- Create and maintain strategic and operational data analysis systems to support in depth analysis of individual teacher, subject and curriculum performance; as part of assessment, recording and reporting and the whole school self-evaluation process
- To keep informed and abreast of developments in data management in relation to an

educational environment

- Have an understanding and ensure that the Academy complies with the requirement of the Data Protection Act and carry out work in accordance with these requirements
- Engage actively in professional development activities beneficial to yourself and the school
- To participate in the operation of the Academy's Appraisal scheme
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes

Other Main Responsibilities:

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the CORE Education Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager

People

- The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description

Staffing

- Exams Officer

Financial

- No financial responsibility other than a responsibility to report to the Headteacher, Chair of Governors, CORE Education Trust any financial risks identified e.g. cash not secured, potential theft or impropriety

Physical Resources

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

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Special Conditions of Employment

Rehabilitation of Offenders Act 1974

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction, caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

- CORE Education Trust is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

Training and Development

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.

- This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

- This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Headteacher **Date: 05/03/2019**

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Person Specification

Job Title: Data, Systems and Training Manager	**Salary**: Grade 5 – Pts 38 to 46 (£34,106 to £41,846)	**Location**: Rockwood Academy/Nansen Primary

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

	Essential	**Desirable**
Education, Training and Qualifications		
• GCSE English and Maths (grades A*-C) or equivalent	X	
• Degree in ICT or Business or appropriate Higher Level Qualification		X
• Microsoft Certified Solutions expert: Business Intelligence		X
Experience, Knowledge, Skills /Competencies		
• Relay complex data and analysis in an understandable way	X	
• Be highly ICT literate and a highly proficient user of Excel and other databases	X	
• Have an in depth knowledge and successful track record of working with the appropriate MIS and be able to use Raise Online	X	
• Experience of administering SQL databases	X	
• Experience of writing custom reports/modules for end user presentation	X	
• Experience of working in a school environment	X	
• Experience of producing accurate data for reporting and assessment	X	
• Analyse and present data accurately to a range of stakeholders	X	
• Be well organized with a good eye for detail	X	
• Knowledge of ICT skills to support the data management of school system and the analysis of whole school performance	X	
Personal Attributes		
• Resilience, the ability to work under pressure and be able to meet deadlines	X	
• Ability to think creatively and to prioritise	X	
• Be able to work on their own	X	
• Excellent communication skills (including written, oral presentation skills)	X	
• Excellent interpersonal skills	X	
• A commitment to CORE Education Trust vision, values aims and the objectives of its academies programme	X	