

JOB DESCRIPTION

Job Title:	Data Manager
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Assistant Headteacher
Liaison with:	Leadership, Teaching and Support staff

Job Purpose:

To lead the strategic development and operational delivery of an effective Management Information System to ensure measurable, meaningful and comprehensive information and data services for the school.

Main Duties and Responsibilities

- To take responsibility for co-ordinating the annual student target setting process across all key stages using FFT Aspire as a basis, along with the professional judgement of teachers
- Manage the day to day operation and maintenance of the MIS and pupil tracking systems including attendance and behaviour data
- Undertake statistical analysis of pupil progress and other school data to support the Leadership Team to identify the key strengths and areas for development
- To take responsibility for the co-ordination of all data feeds from external agencies, including the DfE and Fischer Family Trust, and disseminating to the Leadership Team along with key lines of enquiry
- To take responsibility for the submission of statutory data returns where necessary, e.g. school censuses
- To take responsibility for the co-ordination of data input for termly student reports via the Go4 Schools online system, including the set-up and maintenance of markbooks, in accordance with the school's assessment calendar
- To work with Curriculum Leaders in relation to performance tracking systems, offering support where necessary, to ensure they are familiar with and are regularly using the assessment systems available to them
- To provide advice and guidance to staff at all levels on using and interpreting statistical information, where required, including presentation and training sessions as required, ensuring data literacy across the school
- To take responsibility for producing detailed exam performance reports versus estimates / targets for teaching staff at all levels, enabling them to analyse their results and identify key lines of enquiry, including the submission of data and examination results as required e.g. FFT / Oxford Analytics
- To monitor student data as inputted by school staff to ensure a high degree of accuracy
- To produce ad-hoc reports for bespoke data analysis (e.g. analysis of disadvantages students' attainment) as requested
- To provide graphical analysis of data to Governors, Headteacher, Leadership Team and teaching staff as requested

- To work with the Leadership Team to develop new and existing data systems, researching and making recommendations for change where necessary
- To keep abreast of the latest guidance regarding school performance measures and relay information to the Leadership Team where necessary
- Providing continuing CPD for data Assistant to enable them to work at a higher level

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions, as required.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Data Manager

CRITERIA		M.O.A.
Qualifications / Training	<ul style="list-style-type: none"> • Qualifications at a level relevant to the post • Willingness to learn and undertake relevant additional training and self-development • Additional qualifications in ICT (desirable) 	AF/Certs
Relevant experience	<ul style="list-style-type: none"> • Previous experience in a similar role • Experience of supervising a team • Experience of developing plans and strategies for future implementation (desirable) • Experience of training staff in the use of data management software would be an advantage 	AF/I/T
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge and understanding of the data requirements of a secondary academy • Knowledge and understanding of safeguarding practice in schools 	AF/I
Skills / Ability	<ul style="list-style-type: none"> • Excellent IT skills and demonstrable ability to operate various software packages and ICT systems • Particularly strong Excel skills to manipulate and present data in a range of formats • Excellent understanding of and demonstrable skills in using data management software • Strong numeracy and statistical skills 	AF/I
Personal skills	<ul style="list-style-type: none"> • Strong analytical skills to dissect information and produce complex reports and returns • Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences • High level of accuracy and attention to detail • Ability to work under pressure and to tight deadlines • Ability to work on own initiative and plan own workload and that of others • Flexibility to adapt to changing demands and challenges • Personal commitment to excellence and continuous self development • Positive, enthusiastic approach 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> • Positive Disclosure relating to young people or vulnerable adults 	AF/I