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| **Role** | **Grade** | **Reports to** |
| Data Manager | Grade 6 | Deputy Headteacher |

**Main purpose of the job:**

* To be responsible for all aspects of the organisation of school data management and assessment processes.
* To be responsible for all aspects of the organisation of internal and external examinations ensuring all external examinations are delivered in line with JCQ requirements.
* To work collaboratively with all staff and parents in order to support student progress and wellbeing
* To further develop expertise in the software used by schools for information management, assessment processes and examination entries.

**Key relationships:**

The main contacts of the job are: Headteacher, Senior Leadership Team (SLT) Line manager, SLT at the school, teaching staff, other support staff, students, parents, and external support services.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

* To be responsible for the maintenance of the school’s Management Information System (MIS) and other software products (e.g., SiSRA) ensuring that whole school data is accurate, up to date and robust procedures are in place for processing and analysing the data to support the effective operation of the school.
* To be responsible for the creation and maintenance of appropriate data collection structures and data processing processes for staff.
* To be responsible for the accuracy, confidentiality and security of data processed by self and other people.
* To take a lead in the development of appropriate data analysis reports, data profiles and other sources of information on performance for the school.
* To work with staff in the analysis of data to identify achievement patterns throughout students in the school.
* To co-ordinate and oversee the gathering of relevant data and analysis for school improvement, quality assurance and inspection purposes.
* To take a lead on the coordination, administration, and production of student reports for parents across the school.
* To assist the Senior Leadership Team, to develop appropriate performance targets for the school as required.
* To work with the data team and SLT to develop plans/strategies for future implementation.
* To work with SLT to plan and deliver a fully comprehensive timetable information system.
* To ensure that all relevant timetable and assessment data is kept up to date and to work with teachers to ensure accuracy of data.
* To provide support to other members of staff, in the school assessment process, its systems timeline and expectations.
* To assist school leaders and teaching staff in making full use of the data available to them.
* To prepare and deliver high quality training to staff regarding data and assessment systems and examinations matters.
* To be responsible for the schools internal and external examination systems working alongside SLT to ensure that robust and efficient systems are in place, understood by all staff and operating effectively so the school is compliant with Joint Council for Qualifications (JCQ) requirements.
* To lead on the development and review of policies and processes across data management, assessment and examinations practice across the school ensuring that all staff are up to date on current practice and any changes to JCQ rules and regulations.
* To be responsible for the registration of pupil external examination entries with the examination boards, ensuring that every student is entered for every examination with Special Consideration arrangements applied for as appropriate.
* To plan and prepare school and student examination timetable for internal and external examinations putting into place appropriate administrative and operational arrangements as required.
* To be responsible for the effective management and review of the school’s examinations and assessment budgets.
* To be responsible for the recruitment, co-ordination, training, and deployment of exam invigilators as part of the agreed system for the school.
* To be responsible for the collation, analysis and distribution of all external examination results and work with Senior Leaders to deliver effective Results days, Awards evenings and other examinations related events.
* To assist with school administrative and pupil welfare duties including exam invigilation as part of the agreed system for the school.
* Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
* To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
* To deputise for the Assessment & Achievement Manager and other members of the Data team, as required.

**People management:**

* Full line management of identified staff including recruitment, probationary period management, performance management, absence management and staff development.
* To support the delivery and implementation of the Trust’s / School’s induction, training, and development programme for all staff across the Trust.
* To effectively lead a team of identified staff, developing effective working relationships, and ensuring all contribute to the achievement of the team objectives and responsibilities.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values.
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
* Promote and act in accordance with the Code of Conduct and all School / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations.
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents, and colleagues.
* Take responsibility for personal professional growth and development, keeping up to date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
* Attend Trust and school events as required and make a positive contribution during such events.
* Attend regular meetings before and after Trust hours, including morning briefings.
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| Numeracy/literacy skills (at a level equivalent to NQF Level 2) | Desirable | Application |
| **Knowledge and Experience** |
| Experience of working with children, young people, and their families within the field of education or voluntary sector | Desirable | Application |
| Excellent IT skills, including spreadsheets, databases, word processing, and internet/intranet/email | Essential | Application, Task |
| Knowledge and understanding of the external examination systems and school-based assessment systems | Desirable | Application, Interview |
| Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns | Essential | Application, Task |
| Excellent communication skills to communicate effectively, face-to-face or by telephone, with students, parents, colleagues, external educational agencies and members of the public  | Essential | Interview |
| Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences | Desirable | Interview, Task |
| Ability to work independently and manage a range of tasks within fixed timescales | Essential | Interview, Task |
| Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives | Desirable | Interview, Task |
| **Behaviours and Values** |
| Personal commitment to excellence in service delivery and to ensure services are equally accessible and appropriate to the diverse needs of service users | Essential | Interview |
| Self-motivation and personal drive to complete tasks to required timescales and quality standards | Essential | Interview |
| Ongoing commitment to inclusive education practices and equality of opportunity | Essential | Interview |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values, and objectives of the organisation | Essential | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills  | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders  | Essential | Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.