



Heathcote School and Science College - *Encourage, Challenge, Succeed*

JOB DESCRIPTION

Job Title :	Data Manager
Responsible to:	School Business Director
Responsible for:	Exams Officer, 3 x part time 6 th Form Administrators
Grade/pay range:	PO3 to PO4
Hours:	Full time, 52 weeks

Job Purpose

To provide strategic leadership and management on and within Data, Assessment, Examinations and MIS to drive the use of data to raise standards across the school. To provide specialist expertise and data analysis using the school's management information systems (SIMS). To oversee the management of school examinations including managing the Exams Officer.

Main Responsibilities

Data and Outcomes

1. To manage the administration and processing of all pupil data independently and provide analysis/report to SLT data lead including all assessment, recording and reporting systems.
2. To manage communication and coordination with primary and previous secondary schools to ensure that all relevant pupil data is passed on and stored appropriately.
3. To manage communication with departments, year teams and alternative education providers in order to ensure the provision of necessary complete data within given timescales, in order to disseminate relevant information to internal and external stakeholders.
4. To strategically develop the use of the school MIS (SIMs), setting up effective and efficient processes to collect and analyse data, to provide ongoing analysis of trends in assessment data and reporting findings to governors and SLT to enable them to put in place appropriate interventions.
5. To review and monitor assessment data to identify outliers, gaps or inconsistencies and to report these to HODs, HOYs, SLT and governors as appropriate.
6. To regularly produce clear, concise, accurate information and analysis in-line with assessment points, in order to support school leadership in raising standards and achievement and to support all staff in understanding it.
7. To manage assessment software (4 Matrix and MINT) including upload of all pupil data after each assessment point and to keep system updated.

8. To create, manage and maintain a complete whole school target setting process using FFT & KS2 data and working alongside the Inclusion team to set targets for new arrivals.
9. To liaise with HODs, HOYs, SEN and EAL departments to build subject specific tracking marksheets to raise attainment.
10. To provide reports as requested for relevant audiences including the Governing Body.
11. To have responsibility for ensuring that all teaching colleagues have access to all data necessary to assist in raising progress levels of all pupils.
12. To provide appropriate bespoke and whole staff CPD for staff for all relevant data systems.

Examinations

1. To coordinate and manage all exams and data related communications with internal and external organisations, including the local authority, DFE and School Improvement partners.
2. To be responsible for policy development as required by JCQ in areas relevant to this job and develop and maintain standard operating procedures where necessary in order to ensure succession planning.
3. To lead staff training on data analysis and regularly monitor the impact of this work.
4. To manage the Exams Officer to administer Heathcote's internal and public examination processes, ensuring all procedures are meeting or exceeding whole school and statutory requirements.
5. To act as the main point of contact with all Examination Boards, keeping leaders and teachers informed of specification changes, training events, grade boundaries and deadlines.
6. To manage the timely collation and processing of all exams information (estimated grades, entries and related documentation – not exhaustive) required by Examination Boards, including the liaising with alternative education providers as required.
7. To manage the examination budget and analyse spending by department in order to ensure value for money, presenting these findings to SLT and Governors.
8. To ensure and maintain responsibility for the strict security management of examinations papers and controlled assessment.
9. To manage the examination results process, from prior communication with relevant agencies and websites through to the physical download of information (on predetermined dates in August every year) and the presentation and manipulation of the information for relevant stakeholders.
10. To manage and make recommendations for post-results queries and re-marking applications in order that the school and the pupils attain the best results possible.

Management Information System (SIMS)

1. To manage and submit required data to the DFE in relation to the school census (PLASC) to ensure a positive financial impact and guarantees the sustainability of the school, including but not limited to: School Roll, Special Educational Needs, Free School Meals attendance, Pupil Premium and Looked After Children.
2. To play a significant role in the school's developed use of the management information system (SIMS), including in relation to making the best use of resources and high quality staff training.
3. To manage appropriate permission levels, version control and legal requirements for data protection in order to ensure the integrity of the relevant and specialist areas of the management information system

General Duties

- Undertake any necessary training.

- Attend staff meetings where relevant.
- Supervise pupils on visits, trips and out of school activities as required.
- Health and Safety
 - To have due regard for health and safety in the workplace.
 - To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy.
- Cooperate with health and safety requirements.
- Report all known defects.
- Use, but do not misuse anything provided for your health, safety and welfare.
- Be familiar with the emergency action plans for fire, first aid and security issues.
- Undertake specific designated duties regarding emergency evacuation.
- Raise health and safety and environmental issues with pupils.
- Organisational effectiveness
 - Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments –to include cover for absent colleagues and/or relocation to areas of need.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and pupils in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally