



Isca Academy – Job Description

Post: Data Manager
Line Manager: Senior Deputy Headteacher
Grade: D

JOB PURPOSE

- To provide timely and accurate data to inform Academy improvement strategies.

MAIN AREAS OF RESPONSIBILITY

Data Management

- To work with the TWMAT and Leadership Team to provide analyses of internal and external data, as requested.
- To prepare, maintain and interrogate the data reporting package for student assessments, ensuring data is complete and up-to-date.
- To design forms to report results to parents from data held and produce reports for parents within the reporting cycle deadlines.
- To prepare analyses for teaching staff and support subject areas as necessary to monitor and evaluate the value of the data they produce.
- To contribute to the development and review of whole school data-related policies and timelines.
- To prepare subject reports for Subject Leaders following each data capture.
- To ensure that manual and computerised student assessment information is kept up-to-date, ie. student data, groups, etc.
- To develop and maintain the Academy's Management Information System, updating staff training to ensure that the data facilities are fully and effectively utilised.
- To maintain SIMS modules/4Matrix for assessment and reporting.
- To provide back-up in the event of the absence of the Examinations Officer.
- To be responsible for data input of all internal and external examination results using Assessment Manager, using own initiative to develop systems that meet the needs of the Academy to ensure accurate reporting of examination results and pupil information.
- To be responsible for the collation and analysis of performance data, including CAT tests, Key Stage 3 results, GCSE and equivalent results.
- To ensure the security of data in the Academy.
- To attend relevant internal/external meetings.
- To undertake relevant continuing professional development.
- To undertake general administration duties as required.

- To carry out any other duties as the Leadership Team may, from time to time, determine commensurate with the grade.

Support for the Academy Leadership Team

- To provide data and informed analyses which will assist the Leadership Team in:
 - setting statutory targets;
 - establishing cohort baselines;
 - evaluating subject and teacher effectiveness;
 - identifying training priorities, specifically for enhancing teaching and learning
 - identifying under-achieving individuals and groups of students.

Support for Pastoral and Subject Leaders

- To provide data and informed analyses which will assist Pastoral and Subject Leaders in:
 - identifying under-achieving groups of students;
 - identifying individual students who are achieving well and those who are under-achieving;
 - evaluating the impact of behaviour management strategies;
 - setting course / cohort targets;
 - evaluating subject and teacher effectiveness.

Support for Class Teachers

- To provide data and informed analyses which will assist Class Teachers in:
 - establishing teaching group baselines;
 - setting individual student targets;
 - monitoring student progress;
 - identifying under-achieving groups of students;
 - monitoring own performance and the appropriateness of teaching and learning strategies used.

All support staff may be required to assist with reception cover and exam invigilation.

There may be a requirement for you to be first aid trained and provide first aid support to students as necessary.

ALL ISCA ACADEMY STAFF ARE EXPECTED TO

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

This job description is subject to review by consultation.

Isca Academy Data Manager: Person Specification

	ESSENTIAL/ DESIRABLE	How Assessed*
Experience		
Working within a school environment.	D	AF, R, I
Experience of data handling, management and analysis.	E	AF, R, I
Qualifications and training		
At least Level 2 or above in Maths and English.	E	AF, R, I
Strong working knowledge of data/information management systems.	E	AF, R, I
Strong working knowledge of SIMS.	D	AF, R, I
Skills		
Ability to work under own initiative.	E	AF, R, I
Ability to work as a team.	E	AF, R, I
Organised.	E	AF, R, I
Strong working knowledge and skills with MIS and Microsoft packages.	E	AF, R, I
Proven ability to manage and meet deadlines.	E	AF, R, I
Qualities		
Good interpersonal skills.	E	AF, R, I
Able to remain calm under pressure.	E	AF, R, I
Approachable.	E	AF, R, I
Effective communicator both orally and in writing.	E	AF, R, I
Flexible in your approach to meet the needs of the team.	E	AF, R, I
Must pass <i>all</i> relevant safeguarding of children checks	DBS checks, self-declaration and interview	

*AF= Application Form; R= References; I= Interview