

Job Description

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| Job Title: | Head of Student Data Services |
| Location: | Isca Academy |
| Responsible To: | Senior Deputy Headteacher |
| Salary Grade: | Grade F |
| Hours: | 7:30-3:30 Daily (37hrs per week) 40 weeks per year |
| Contract: | Permanent |

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| <p>Key Purpose of Job</p> <ul style="list-style-type: none"> To lead and manage a team of staff providing a range of student support services for the school, incorporating exams, assessment, admissions, cover and attendance and to assume ultimate responsibility for all these functions ensuring that all data is processed and managed in accordance with statutory requirements. To be responsible for the strategic leadership of all aspects of the school's data processes and procedures in a manner that will improve the efficiency and quality of data capture and presentation to all school staff and, ultimately, assist in raising student outcomes. |
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| <p>Key Responsibilities of the Post</p> <ul style="list-style-type: none"> Direct line management, development and appraisal of specific identified staff. Full responsibility for the school's education management information systems (SIMS, 4Matrix, Go4Schools, Classcharts) ensuring full and efficient capture of all school data and that data is managed appropriately. Full responsibility for the scheduling and management of cover. Assist with the facilitation of any SAR's/FOI requests from parents or students. Provide advice and guidance to relevant colleagues on the correct use of data systems and statutory returns. Develop and champion the use of Management Information Systems, particularly to improve standards across the school, providing internal support to individuals and departments as required. Train internal staff to the required level of competency (e.g. Classcharts, SIMS, timetabling (NovaT6) and 4matrix). Ensure that all MIS problems and upgrades are resolved in a timely fashion. Responsible for oversight of procedures and processes to ensure examinations (internal and external) run in accordance with statutory requirements by leading and managing the examinations officer. Responsible for the exams budget. Ensure the admissions processes (both mid-year and annual new year 7 intake 'Transition') are managed and delivered as required from a data and information sharing perspective. Responsible for oversight of procedures and processes to ensure student attendance is managed and improved by leading and managing the attendance officer. |
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- Develop strategies to ensure successful outcomes from external reviews and inspections such as Ofsted.
- Identify strategic issues and develop solutions in liaison with ALT.
- Delivery of verbal and written reports to the ALT and Governing Body.
- Ensure compliance with relevant legislation such as the Data Protection and the Freedom of Information Act.

Specific Data Management Responsibilities including:

- Ensure that all the school's statutory data collections are realised accurately.
- Administer and manage school student reporting procedures including design of report templates.
- Provide procedures and support to ensure that assessment data collections are realised as comprehensively as possible.
- Produce and distribute Atkinson Reports for all staff termly.
- Provide procedures and support for the Year 8 Options process.
- Work closely with the Deputy Head Teacher to ensure that accurate student monitoring takes place.
- Produce accurate and comprehensive data analysis as required for all stakeholders.
- Advise and assist in student target setting.
- Advise and assist on use of Performance Tables and other key websites to ensure the best outcomes for the school.

Supervision / Line Management Responsibilities of the post

The post holder will be responsible for managing the Exams, Admissions and Attendance Officers including conducting their appraisals and any informal action under the Trust Policies.

Working Environment & Conditions of the post

Normal office environment

Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To contribute to the effective working of the school.
- c) Maintain positive, professional relationships with students, parents / carers and teachers.
- d) To participate in induction training, staff review processes and professional development opportunities.
- e) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- f) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles.
- g) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- h) The post-holder is expected to familiarise themselves with and adhere to all relevant School Policies and Procedures.
- i) The post-holder must comply with the School's Health and Safety requirements specifically for the school they are working at

j) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post

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| | <ul style="list-style-type: none"> • Good organisational skills with the ability to multitask. • Preparedness to occasionally work outside of contracted hours. • Can work flexibly and on own initiative. • Ability to carry out detailed work whilst maintaining accuracy and attention to detail. • Excellent IT skills, including Microsoft Office applications, in particular Word, Excel, Powerpoint and Outlook. • Understanding of Health & Safety procedures, Child Protection and the Data Protection Act. | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> |
| D. Other Conditions | Satisfactory pre-employment checks including DBS | E | C |

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - References