# Oxlip Learning Partnership JOB DESCRIPTION

POST: DATA MANAGER

**JOB FAMILY: ADMINISTRATION/FINANCE/BUSINESS MANAGEMENT**

##### GRADE: 5 above the bar

**LINE MANAGER: Vice PRINCIPAL – Lakshmi Vadali**

**RESPONSIBLE FOR: Data analysis/Managing G4S/Supporting Timetabling**

**JOB PURPOSE: To be responsible for managing systems for the collection and analysis of relevant data for the school’s leaders and managers, and for outside agencies.**

**To drive forward the school’s personalised learning agenda by developing the core guidance, reporting and support programmes which underpin the high expectations that Copleston has of all its students. The post holder will also work closely with both the ICT systems Manager and his deputy as well as the exams team.**

**LEVEL DESCRIPTION**

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have a good knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require initiative.

The post holder will undertake a range of tasks, which require theoretical, practical and procedural knowledge across a technical or specialist area or in an equivalent level of organisational, procedural and policy knowledge.

The post holder will be expected to respond independently to unanticipated problems and situations.

The job requires analytical and judgmental or creative and development skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term (several months, up to a year).

Exchanges of complicated or sensitive information orally or in writing with a range of audiences.

Demonstrate sensitivity and tact in contentious situations.

The post holder will organise own workload and will have direct responsibility for the supervision, co-ordination, direction or training of other employees.

Manager is available for overall direction of work and advice and guidance on serious problems.

**INTRODUCTION**

The next section of this job description gives examples of the types of work that may be carried out at this level. This list is not exhaustive.

**DUTIES AND RESPONSIBILITIES**

**Working with others**

* Managing systems for the collections and analysis of relevant data for the school’s leaders and managers and for outside agencies.
* Drive forward the school’s personalised learning agenda by developing the core guidance, reporting and support programmes which underpin the high expectations that Copleston has of all its students.
* Work closely with the ICT systems Manager and his deputy.
* Work closely with the exams team
* Manage G4S and hold annual health check meetings with G4S.
* Attending and contributing to the work of Task Groups as appropriate.
* Liaise with the Head of MAT standards to compile info for DSARS requests

**Timetable and Curriculum Management**

* Scheduling the whole school timetable on MIS/Go4schools
* Support the maintenance of timetable throughout the year.
* Assisting with the options process at Key Stage 4 and Key Stage 5.
* Ensure and manage the smooth transition from one academic year to the next across all systems.

**Systems Management**

* Leading, overseeing and coordinating the school’s systems for data collection and data management (principally, though not exclusively, using Sims.net and G4S). This will involve liaison with other support staff involved in a variety of other tasks across the school, e.g. School Attendance officer, Bursar and admin staff.
* Ensuring that the systems are efficient and meet the school’s administration, financial monitoring, academic and pastoral student management and record keeping needs.
* Ensuring that the systems minimise the administrative burden on teaching and support staff.

**Assessment and Improvement**

* Manage Go4 Schools, ensuring it is fit for purpose to capture all required data sets. (Attainment (on entry and ongoing), attitude, progress, learning behaviours)
* Producing individual aspirational student targets using national data, GL assessments baseline data, SISRA, and ALPS.
* Oversee data collection processes, checking for completion, advising key leaders of incompletion, reviewing processes regularly.
* To produce data for the Year 11 team and Sixth Form team so that appropriate intervention measures can be put in place for underachieving students.
* To support the vice Principal with the whole school feedback review process.

**Reporting**

* Administer processes for reporting key information to meet statutory requirements to parents via Go4schools
* Overseeing the creation of internal progress reports and creating relevant analysis for SLT, Middle leaders and pastoral team to use to inform appropriate intervention.
* Regular analysis of behaviour data which will include analysing behaviour points and rewards (e.g. Golden Tickets and Stachel Badges) to be reviewed by the pastoral team and senior leadership. Alongside weekly reporting of any suspensions and exclusions so the appropriate steps can be taken to reduce these figures and understand the reasoning behind them.

**Performance Analysis**

* Providing ISDR information to SLT members and responding to arising issues.
* Ensuring key leaders can analyse external attainment and progress data (L2 / L3 qualifications), producing Subject learning conversation documents in a timely and appropriate way, creating relevant analysis from SISRA, ALPS ad Go4schools.
* Undertake analysis of end of year and in year outcome data to inform intervention activities at whole school, subject and pastoral levels to support monitoring of student progress and targeting intervention strategies.
* Ensuring that students and staff records are monitored (including timetable changes and student data) so that they are up-to-date, reliable and as accurate as possible for the purpose of census data.
* Planning, organising and coordinating the collection of student monitoring data. To maintain and analyse a central tracking file focused on outcomes across the school.
* Processing the monitoring data and presenting it in ways that effectively inform students, parents, teachers, school managers and external agencies. Examples of this will be the production of student progress checks, reports and Local Authority and DfE returns.
* Undertaking the statistical analysis and data summary as required by Senior Management, Curriculum and Pastoral Leaders and the Special Educational Needs Department, to monitor student and school performance.
* Preparing summary data from examination results in different formats as required.
* Preparing and submitting DfE Census returns, Local Authority returns and other accredited external agency requests.
* Supporting the maintenance of staff and student timetable.
* Supporting the options process at Key Stage 4 and Key Stage 5
* Monitoring release of performance tables from DfE and disseminating this information to the relevant members on the Senior Leadership team.
* Preparing pastoral dashboard proforma for the pastoral lead and pastoral team as per the pastoral dashboard calendar for the academic year.

**External Relationships**

* Liaising with external assessment agencies. (e.g. DfE data checking, ALPS, SISRA, Go4schools)
* Completing necessary returns for LA and other statutory requirements.
* Completion of PLASC, CES annual census, Pupil Data Level Collection, Termly Census.
* Course management and school census, especially Sixth Form course memberships & exam results for YPLA funding purposes.

**Attendance**

* Coordination of attendance data using the current package of software for recording attendance.
* Produce and disseminate scheduled and on-demand reports as required for SLT, and Pastoral team regarding attendance and lateness.

**Staff training**

* Contributing to the induction process for new staff.
* Training staff, individually or in groups, how to use the systems for data handling as appropriate.
* Preparing training materials and ‘how to’ instruction sheets to act as ‘aide memoire’ to help staff to the get the best out of the available systems.

**General**

* To liaise with safeguarding officers in accordance with school policy when appropriate.
* To assist with or undertake risk assessments relevant to the post.
* The majority of decisions expected of this post are taken within established procedures, practices and routines. The post holder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, if appropriate, bring the matter to the attention of the Vice Principal (Data and Achievement), ICT systems manager or Examinations Officer

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of organisational changes, new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.