

## Job Description

### Post Holder:

<b>Post Title:</b>	Data Manager
<b>Responsible to:</b>	Associate Headteacher
<b>Responsible for:</b>	Data Management
<b>Functional links with:</b>	Teachers, support staff and managers and other agencies as appropriate to the duties of the post.
<b>Main purpose of the job:</b>	
<ul style="list-style-type: none"> <li>• Responsible for the management, manipulation and development of an effective and efficient data service.</li> <li>• To create and manage databases related to school performance and other data.</li> </ul>	
<b>Data Management</b>	
<ul style="list-style-type: none"> <li>• To assist in organising the processing and publication of examination statistics at all levels and to provide enhanced reports on associated information and data as required.</li> <li>• To assist with/complete statistical returns relevant to the responsibilities of the post, including FORVUS, PLASC</li> <li>• Responsible for the collection, input, export and update of school performance and assessment data, including value added, and to generate associated whole school, subject, teacher and pupil level data reports.</li> <li>• Collect, input and update benchmark, baseline, target setting and predicted grade data and generate associated data reports.</li> <li>• Develop the use of performance and assessment software within the school, instruct staff where necessary and keep staff up to date with assessment changes.</li> <li>• Assist with the production and design of interim assessments and reports</li> <li>• Assist with the use of timetabling software and its interface with SIMS.</li> <li>• To assist and support the Examinations Officer in the organisation and implementation of the school examinations programme, as required from time to time.</li> </ul>	

## **Performance Tracking**

- To develop, and administer data collected from RAISE online, Fischer Family Trust and any other externally produced school/pupil performance data sets.

To produce and analyse reports for :

- Whole school activity
  - Departmental/Faculty activity
  - Individual Teacher activity
- To develop and administer the whole school performance tracking system and procedures
  - To develop and manage whole school system to identify baseline ability of students
  - To develop, manage, analyse, manipulate and extrapolate pupil performance data including:
    - Baseline ability data
    - Value added data
    - Benchmark data
    - Internal and external examination data
  - To administer whole school systems and procedures to set the whole school statutory targets, subject/teacher/pupil level performance targets

## **Resources:**

### **Job activities:**

- Attend relevant training to update skills in the use of software relevant to the post.
- Assist in the maintenance of good relationships with staff, parents, governors, contractors, external agencies and other visitors to the school in order to promote the objectives of the school.
- Attend and participate in meetings relevant to the responsibilities of the post.
- The School is committed to the values and objectives of the 'Every Child Matters' agenda and expects all staff to share this commitment.
- The School is committed to safeguarding and promoting equal opportunities and race equality and expects all staff to share this commitment.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- All Staff are expected to maintain a professional standard of conduct, dress and presentation at work.

### **Continuing Professional Development**

In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.

Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>
	<b>Line Manager:</b>	
	<b>Job Assessor:</b> <i>(if required)</i>	

This job description is intended to provide guidance on the range of duties associated with the post. It will also be necessary for the post holder to undertake additional duties as required by the Headteacher.