



JOB DESCRIPTION

Job Title:	Data Manager
Location:	Newman Catholic College
Hours of work:	P/T – 2/3 days a week
Salary	£20K-£25K p/a pro rata
Reports to:	Member of the Senior Leadership Team (SLT)

OVERALL RESPONSIBILITIES

To play a lead role in ensuring that the School's SISRA data system is used efficiently and effectively to support the administration of the School and the progress of students by the effective use and communication of data.

CORE RESPONSIBILITIES

- Maintain and manage the SISRA data system. To include dissemination of information to Curriculum Leaders.
- Assist in the management of SIMs.
- Assist in the delivery of regular reporting of student progress.
- Assist with the continuing development of efficient systems for the use of data to assess students' attainment and progress and disseminate this information effectively throughout the school community for a range of audiences.

ASSOCIATED RESPONSIBILITIES

- Liaise with Curriculum leaders on pupil performance issues and help plan interventions.
- Support the Senior Administration Officer in the management of SIMs and the school census.

Assist in the delivery of regular reporting of student progress

- Support the management of the annual cycle of recording student assessment, currently including data entry by teachers, for termly letters to parents, annual reports, mock examinations and end of Key Stage assessment.
- Produce templates for teaching staff entry of assessment data. This will include end-of-term assessment letters, mock examination results and end of Key Stage results.
- Produce individual student copies of letters for parents, with assessment data, as required.
- Lead in the production of Annual Reports to parents about student progress.
- Establish procedures for checking and analysing student data, providing analysis of school data and information to assist the School in decision-making.
- Assist in the development of on-line reporting to parents.

Assist the continuing development of efficient systems for the use of data to assess students' attainment and progress and disseminate this information effectively throughout the school community for a range of audiences

- Manage and develop the existing systems which use data to assess students' attainment and progress (including, but not limited to, SISRA data assessment software, transition matrices and progress boards).
- Provide data for the dissemination of relevant data to students, parents, teachers, external and other audiences (e.g. the Local Authority, DfE, etc.), as appropriate.
- Support with the interpretation of data and help provide analysis for a variety of audiences, in order to identify patterns in students' attainment.
- Enable and assist with the training of colleagues in the use of externally-provided data (e.g. 'FFT', 'ALIS', 'ALPS' and RAISE).
- Support with the continuing development and improvement of assessment systems, liaising with the relevant member of SLT.
- Input, produce, analyse and manage internal and external data, including designing and producing reports and responding to queries for, and on behalf of, the SLT.

Other

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Head teacher.
- There may be occasions when it will be necessary to cover other Administrative roles within the School or to work with the administrative team when there are peaks and pressing issues.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- The post-holder may deal with sensitive material and should maintain confidentiality in all School related matters.

The job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the post holder.