JOB DESCRIPTION

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| **POST: Data & Assessment Officer** | |
| GRADE: Grade C | |
| RESPONSIBLE TO: Assistant Headteacher – Raising Student Standards | |
| STAFF MANAGED: None | |
| **JOB PURPOSE:** | To support the Trust Data & Assessments Manager in ensuring the efficient and effective running of all internal student performance/assessment data records.  To support the Trust Data & Assessments Manager in maintaining the Trust’s Management Information System (MIS) to ensure it is used efficiently and the data recorded is accurate and compliant with statutory requirements (excluding students)  To provide support to the Trust Data & Assessments Manager in maintaining an accurate and flexible timetabling system |
| **JOB CONTEXT:** | The post is required to ensure that the Trust maintains a robust and accurate recording of performance data to enable production of staff and student performance data at the highest level for the Senior Leadership Team at designated school/schools.    This Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.    This role is office based, with the requirement to work with other schools within the Trust at their sites, as necessary |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | |
| **Operational Management**  **Pastoral Data** | * To provide support in the maintenance of the data management systems, adhering to the associated policies and procedures. * Input data collected after each assessment series, both internal and external. * To Ensure SIMS / MIS data is up to date and accurate * Prepare SIMS / MIS marksheets for data collection points and for departmental requirements * Update SIMS / MIS for new student arrivals, including prior attainment data and inform SLT of students who have no prior attainment data * Enter curriculum assignment information into SIMS / MIS and keep updated * Prepare MIS for data capture and contact staff where there are gaps * Assist with preparation of reports to be sent home * Assist with the issuing of reports * Entering data into data analysis websites (FFT Aspire and SMID) * Input student options choices into SIMS * Assist with the annual tables checking process * Assist with preparing data reports for the trust, governors and other stakeholders * Setting up staff accounts for MIS and Analytical software * Help staff with queries on how to use software packages * Work in partnership within the academy trust * Collate all information needed by relevant agencies for the Trust Data & Assessments Manager to disseminate and submit in a timely and accurate manner. * To develop skills and understanding of performance data by participating in training and meetings in relation to the role. * To gain an understanding of current professional studies into student performance and how this is measured. * To update the timetabling system as required and perform any associate administration tasks. * Produce and analyse attendance data including key cohorts and those at risk to provide comparative data * Produce and analyse exclusions and behaviour data of historic and current analysis of key cohorts and support of graduated response to ensure consistency * Run SEND reports on key students to track progress |
| **Communications** | * Produce reports from the performance data system. * Produce timetables for both staff and students. * Attend meetings as required. * Liaise with the Trust Data & Assessments Manager |
| **Resource management** | * Manage the workload to ensure timely production of reports. * Utilise SIMs training packages to develop skills. * Trust Data & Assessments Manager will manage and support the timetabling of work to ensure that deadlines are achieved. * Participate in training and other learning activities and performance development as required. * Attend staff meetings and training days |
| **Safeguarding** | * Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce. * Adhere to data protection legislation. * Be responsible for promoting and safeguarding the welfare of children and young people. |
| **Systems and Information** | * Provide data and analysis on performance and assessment, writing reports as appropriate. * Use effective information systems for the recording of performance and assessment. * Keep up to date with the necessary policies, procedures, rules and regulations laid down by the Trust and the DfE. * To complete regular training with the MIS to keep skills updated. * Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. * Share information appropriately – in writing, by telephone, electronically and in person. * Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. * Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required. |

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| **Data Protection** | * To comply with the Trust’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| **Health and Safety** | * Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and   procedure.   * To work with colleagues and others to maintain health, safety and welfare within the working environment. |
| **Equalities** | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Ensure services are delivered in accordance with the aims of the equality Policy Statement. * Develop own and team members understanding of equality issues. |
| **Flexibility** | * The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required   to comply with Trust Policies and Procedures. |
| **Customer Service** | * The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. * The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. * Understand your own role and its limits, and the importance of providing care or support. |
| **Date of Issue:** | January 2022 |

PERSON SPECIFICATION

**Performance Data and Assessments Officer**

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| **Essential upon appointment** | **Desirable on appointment** |
| **Experience**   * Experience of working in an administration role within schools * Experience of using a database * Experience of using Microsoft. | * Experience of collating and preparing student performance data * Knowledge and understanding of student data in a secondary school setting |
| **Occupational Skills**   * Analytical skills * Good communication skills * Ability to use initiative and make decisions * Organisational skills * Confidentiality * ICT skills * Ability to work accurately and to deadlines. |  |
| **Qualifications**   * Good standard of education to evidence good numeracy and literacy * Level 3 qualification in a relevant field e.g. administration. | * Knowledge of SIMS. |
| **Personal Qualities**   * Attention to detail and accuracy * Ability to display information attractively * Dependability and reliability * Ability to work successfully as part of a team whilst also being able to demonstrate initiative * Well organised |  |
| **Other Requirements**   * Enhanced DBS clearance * To be committed to the school’s policy and ethos. * To be committed to Continual Professional Development. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Able to exercise discretion & judgement * Flexibility * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. |  |