JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	Data and Assessment Manager
Reports To:	Assistant Principal

Main Purpose of Job:

To assist in promoting the vision of Frome College
- To be the designated Examinations Officer for Frome College
- Responsible for the arrangement and organisation of all internal and external examinations
- Guide and support staff through the examination and assessment timetable to ensure all processes are carried out efficiently, effectively, securely and within deadlines
- Developing and managing all aspects of SIMS (School Information Management System) implementation in liaison with Assistant Principal.
- Supporting Governors and Senior Leadership in raising standards of performance through the management and development of strategic and operational data analysis systems. Using SIMS & SMID to support in depth analysis of student, teacher and curriculum performance as part of the whole college self-review.
- Working with the Assistant Principal to produce and develop the timetable.
- Leading the Data and Assessment Team, developing the work and role of the department to meet the changing needs of the College

Main Responsibilities and Duties:

Liaise with and work under the direction of the Assistant Principal to undertake the following responsibilities and duties.

Examinations
- To be responsible for the submission of punctual and accurate examination entries, forecast grades and controlled assessment/coursework marks. Register students taking BTEC and similar courses
- Develop and maintain an annual examination calendar, circulating to the relevant staff as appropriate to ensure deadlines are maintained and late fees avoided
- Ensure arrangements for exams are communicated to all stake holders including college staff, students and parents/carers
- To liaise with the SEN department and Pastoral team to ensure appropriate special arrangements for any candidate who needs them
- To be responsible for the running of all public and internal exams including production of timetables, ensuring logistical requirements are met e.g. liaising with the site team regarding additional exam rooms/furniture, ensuring room changes are made
- To ensure the security of all examination material and to check the facilities for examinations meet with the requirements of the board
- To create the invigilation timetable, booking and liaising with external invigilators as required. Supervise invigilators, provide training to new invigilators and arrange a meeting twice a year for all invigilators to provide ongoing training and feedback
- To be the main link between the college and the examination boards to distribute materials from boards to staff

- Undertake an annual review of examinations, bringing forward recommendation for improvement
- To update the exam policy and other associated policies as and when required
- To monitor exam expenditure and provide exam entry estimates to the Business Manager. Check and authorise exam invoices for payment.

SIMS
- Work under the direction of the Assistant Principal to construct the timetable, including assisting in the Options process. Assign the curriculum to students.
- Provide support to Heads of Faculties and Departments with ad-hoc requests regarding timetable construction, as required.
- Design & deliver routine and ad-hoc SIMS training programmes for staff as required.
- Ensure updates to student course changes are made and communicated effectively to key personnel.
- Manage the use and development of Assessment Manager and the Examinations module within SIMS.

DATA
- Input and ongoing maintenance and management of SMID for Years 9-13.
- Design and deliver training sessions in the use of SMID for staff, as required.
- Design and run relevant regular data reports for middle leaders, to enable them to effectively manage student outcomes and intervene as necessary.
- Design and run regular data reports for Governors, Senior Leaders and staff as required, including after internal and external exam seasons or as specified in the assessment calendar.
- Undertake the tables checking exercise and complete data returns to the Local Authority, DfE as required.
- Produce statistics/data for inclusion in the College prospectus and website.
- Produce all aspects of exam result analysis in August each year.

GENERAL
- Line management of the data and assessment team (currently two staff), including performance management, recruitment, training, staff development, grievance and discipline procedures as required, providing guidance, advice, training, and induction of staff.
- Line management of the member of staff responsible for Exam Access Arrangement.
- Responsible for the recruitment, training, and deployment of twenty-one invigilators
- Management processes and procedures in Data and Assessment ensuring all team members are as multi-skilled as possible.
- Comply in all respects with the requirements of the EU GDPR (General Data Protection Regulation) and maintain the strict confidentiality of student data at all times.
- Keep up to date with and observe all relevant Child Protection procedures in line with Keeping Children Safe in Education and all other College policies and procedures.
- Observe all relevant Health & Safety regulations as they relate to your working practices and responsibilities, including the Health & Safety at Work Act 1974 and all other College policies and procedures.
- To cover break duties as required.
- Undertake such duties as may be reasonably required commensurate with the grade.
- Support whole-school events e.g., Options Evening, Taster Day, Transition Day

Facts and Figures:

- Frome College is a large Secondary School with approximately 1280 students (13-18 years)
- Approximately 170 staff.
- Responsibility for the accuracy of data information on all College assessment and analysis systems.

SUPPORTING PROCESSES

Problem Solving and Creativity:

- Highly organised. Dealing with tight deadlines, reacting to a variety of requests and queries and frequent interruptions to work, which may result in changing priorities.
- Meeting the individual needs of teachers, Head of Faculties, Subject Leaders and SLT in relation to data required to support the tracking of student progress and analysis of results, including creative use of available software to meet these needs.

Decision Making
- Works within guidelines answering normal queries, referring more difficult decisions to the line manager (Assistant Principal)   - Makes recommendations for development and budget decisions in consultation with line manager.   - Works within guidelines and whole school improvement plans to provide and monitor appraisal targets for those who they line manage.
Physical Effort and Working Conditions:
- Works within normal school environment with frequent and prolonged use of ICT   - Works in a shared office environment with facilities to make a hot drink as required.   - Photocopier available in shared office and link to colour printer available
Contacts and Relationships:
- Daily contact possible with all school staff, via e-mail or in person.   - Help line support for SIMS.   - Attendance at user group meetings provides further support and networking.   - Regular formal meetings and day to day contact with line manager to support all responsibilities.   - Local Authority, DfE and Examination Boards/Inspectors
Additional Information:
- The post holder will be required to take an active role in providing and developing an excellent business service for the College.   - A can-do attitude and flexible approach are essential to this post.   - Although a middle management role, this is 'hands on' position.   - Dress – smart business dress
Knowledge, Skills and Experience: (To be completed by the Line Manager)
- Personal attributes to include good communication skills, flexibility, ability to use own initiative, ability to prioritise workload, ability to work in a team, be organised, reliable, tactful and confidential.   - Appropriate ICT skills including Microsoft office and SIMS. A high level of skill in excel and assessment manager will be required to facilitate this role.   - Will be required to attend training courses to update skills as necessary.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder ....   Date: ....

Line Manager:..   Date: ....

Designated Senior Manager: ....   Date: ....

PERSON SPECIFICATION

Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match the criteria.

Details of Person Specification	
Job Title: Data & Assessment Manager **37 hours per week Term time, plus INSET plus 2** **weeks in the Summer holidays**	**Grade 12**

1. **Skills and Abilities**

No	Description	Method of Assessment
	Essential	
1.1	Able to maintain accuracy and attention to detail whilst meeting deadlines.	Application form/interview
1.2	Ability to meet multiple requests for information in a calm and professional manor.	Application form/interview
1.3	Good organizational and general administrative skills, e.g., recording, filing, prioritizing.	Application form/interview
1.4	Excellent IT Skills especially in the areas of databases, and comfortable with the use of IT as an integral and essential tool	Application form/interview
1.5	Logical and analytical ability to identify possible improvements in reporting formats and procedures.	Application form/interview
1.6	Ability to prioritise own workload and to work on own initiative and not require constant supervision.	Application form/interview
1.7	To have experience managing and implementing systems and processes	Application form/interview
1.8	Ability to manage a team and work as part of a team and respond to the needs of the team in a positive way – e.g., assisting other team members with tasks at peak times.	Application form/interview
1.9	Able to communicate effectively with staff at all levels and outside agencies including explaining data analysis and reports.	Application form/interview
1.10	Able to maintain absolute confidentiality regarding personal data held by the college.	Application form/interview
1.11		Application form/interview
1.12	Initiative and pro-active approach to problems to identify solutions and opportunities.	
	Ability to take day-to-day decisions within agreed parameters.	
	Desirable	
1.13	Expert knowledge of sims and school systems	Application form/interview

2.   Knowledge/Qualifications

No	Description	Method of Assessment
	Essential	
2.1	Knowledge of data analysis techniques and understanding of data reports.	Application form, certificates & interview
2.2	Knowledge of the legal aspects of handling personal data	

2.3	IT Software MS Word
	          MS Excel
	          MS Outlook
		Application form/interview
		Application form/interview

2.4	**Desirable** Knowledge of the SIMS.net MIS system would be highly desirable.	Application form/interview
2.5	Understanding of Secondary education sector and the issues facing schools now and over the coming years.	Application form/interview

3.   Experience

No	Description	Method of Assessment
	Essential	
3.1	Experience of databases including entry of data, management and maintenance of database and reporting.	Application form/interview
3.2	Experience in a similar role or a role requiring similar skills, abilities and knowledge.	Application form/interview
3.3	**Desirable** Experience of SIMS.net would be highly desirable.	Application form /interview
3.5	Experience of the supervision of staff	Application form /interview

4.   Other Requirements

No	Description	Method of Assessment
4.1	**Essential** Commitment to excellence and desire for continual improvement	Interview
4.2	**Desirable** A knowledge and interest in the education environment	Interview