

Lancashire County Council

Role Profile - Operational Context Form

Post title: Data Assessment & Reporting Coordinator					
Directorate: CYP			Location:		Schools
Establishment or team:		Sir John Thursby Community College		Post number:	
Grade:	Grade 6	Line Manager:	Assistant Headteacher- Assessment and Data	Essential Car user:	N

Scope of Work – appropriate for this post:

To be responsible for the overall management of pupil data and analysis of a range of data across the school.

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Manage pupil assessment data in SIMS (including transfer data) in collaboration with the governing body, Local Authority and other schools
2. Ensuring assessment pupil data is correct and up to date (including the quality assurance of the input of data)
3. Develop and manage assessment recording processes that work effectively across the school
4. Oversee the analysis and reporting of key data to the senior and middle leaders and including the tracking of pupil's results against set targets, attendance and behaviour data
5. Manage the dissemination of data to support report construction and the construction of individual development plans for pupils (such as Individual Education Plans)
6. Input and update data onto the school's management information system
7. Administration of the student reports process and generation and printing of student reports
8. Provide support for parents/carers in accessing online data and information
9. Support the work of the exam officer as required
10. Ensure data security at the school is in line with the Data Protection Act.

Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Experience of data security and protection procedures.
- Knowledge and skills in using bespoke software, data security, analysis and reporting equivalent to national qualifications level 2.

Prepared by:	R Browning	Date:	Sept 2021
---------------------	------------	--------------	-----------

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.