Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: Data & Exams MANAGER** | **Director/Service/Sector : Children’s Services** | **Office Use** |
| **Band: 7** | **Workplace: Ponteland High School** | **JE ref:** S1223**HRMS ref:** |
| **Responsible to: Headteacher & Leadership Team** | **Date: 14/01/2022** | **Manager Level:** |
| **Responsible for: Data Officer/Examinations Officer/External Invigilators** |
| **Job Purpose:** The role is pitched at a senior level and the post holder will be part of the school Senior Leadership Team. This role has overall responsibility for the management, analysis, dissemination and effective delivery of all management information, procedures and processes relating to data and examinations.Working to the requirements of the Headteacher and the Senior Leadership Team, external agencies (e.g. DFE and Exam Boards), and external stakeholders this role assures the accuracy, integrity, knowledge and understanding of all relevant data used internally and externally by the school to assess it’s current and future resource capabilities and by it’s external stakeholders.This role demands specialist skills and a highly focused approach; setting and responding to strategic data requirements, whilst ensuring delivery of the operational needs of the school including the procurement, development and management of a wide range of sophisticated software. |
| **Resources** | Staff | Data Officer/Examinations Officer/ External Invigilators |
| Finance | Ensure school financial procedures are adhered to. Managing a budget in excess of £100,000 |
| Physical | Ponteland High School is a 13-18 high school with 1121 students, including 360 in the Sixth Form. |
| Clients | Internal (All Staff, Pupils, Governors) External (Parents, Government Agencies, External Agencies)  |
| **Duties and key result areas: Key Responsibilities****Data Management/Reporting and Assessment*** To develop and manage data, assessment and analysis procedures to assist the school in its collection, analysis, monitoring and tracking of data and assessment
* Management of student data on the school’s MIS – approximately 1000 students including accurate transfer of student data from feeder schools and to other schools, ensuring all personal and academic data is correct.
* To be responsible for producing statistical returns to a variety of external and government agencies including SLASC returns in October, January and May
* To be responsible for entering, maintaining and ensuring Post-16 Funding data is accurate for returns in October and May
* To identify and develop procedures for student data management
* To be responsible for the implementation of the SEN module Provision Management
* To manage, plan, schedule and co-ordinate whole school internal and external reporting in accordance with government and SLT requirements.
* Creating and maintaining models to generate and output assessment reports to a variety of different audiences. Production of termly reports for each year group (total of 15 per year) ensuring accuracy of data before production of reports.
* Responsible for Assessment and Reporting software modules
* To provide necessary training to staff for assessment and reporting
* Responsible for co-ordination, inputting and analysis of performance data for students. Updating and maintaining termly assessment spreadsheets for school analysis
* To be responsible for submission of KS3 data and other academic data to the LEA

 **Timetabling*** Working with colleagues to create the school timetable. This includes curriculum mapping, entering the curriculum plan, scheduling lessons, liaising with Subject Leaders regarding staffing and room requirements.
* Responsible for ensuring teaching groups are entered and accurate at all times.
* Responsible for maintenance of the timetable throughout the year.
* Assisting with form group and teaching group allocation using SIMS.

  **Examinations and Controlled Assessment*** To manage the administration of internal and external examinations and assessments ensuring they are run in accordance with JCQ regulations and school procedures.
* To be fully conversant with all requirements and developments in examination matters and ensure that this information is disseminated to the relevant staff. To be aware that errors in examinations may have substantial implications for a student’s future, the school’s reputation and finances.
* To provide direction to the Examinations Team on exam days and have regular meetings regarding examination matters.
* Responsible for the recruitment of external invigilators together with a trained safer recruitment member of staff / governor. To provide the necessary staff direction and invigilator training in the conduct of examinations to ensure regulations are maintained.
* To deal with any reports of examination malpractice.
* To produce Examination results and statistical analysis and to report results to staff, students and external agencies. To be responsible for checking the accuracy of Examination data received by DFE and ensuring all qualifications have been counted.
* To liaise with subject leaders and SLT to produce a whole school examination and assessment calendar for the academic year ensuring terminal assessment rules are adhered to. Timetabling of internal examinations and assessments to ensure minimal disruption.
* To co-ordinate Controlled Assessment liaising with Subject Leaders/Cover Manager/IT Support

**Other*** To produce options books and 6th form prospectus and other documents as required.
* To undertake any other general administrative duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | NoneFull Time. Normal school hours but must be extremely flexible during examination periods often working additional hours each day. Must also work set days during the August results sessions in the Summer Holidays to support examination results days.Normally indoors. |

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**PERSON SPECIFICATION**

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| **Post Title:**  **Data & Exams Manager** | **Director/Service/Sector: Children’s Services** | **Ref**: S1223 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| NVQ 4 or equivalent qualification in relevant disciplineExcellent working knowledge of Microsoft applicationsExcellent numeracy and literacy skillsDetailed technical knowledge across specialist areas including policy, procedural, practical and theory within an organisation | Degree Level or Equivalent |  |
| **Experience** |
| Experience of developing and managing Management Information SystemsHigh level knowledge of manipulation and electronic data handlingSeveral years experience of working in a relevant area in a school or learning settingExperience of Clerical work and administration in schools | Familiarity with the secondary educational environmentExperience of Managing employees Ability to Learn new Software Applications |  |
| **Skills and competencies** |
| Excellent Communication and Interpersonal skillsExcellent team leadership skillsExcellent IT skillsHighly focused approachRequires very high analytical and developmental skills to analyse and interpret varied and highly complex information.Requires problem solving, creativity and judgemental skills to produce solutions/strategiesAbility to work unsupervised and prioritise their own workloadKnowledge of relevant codes of practice and awareness of relevant legislationWillingness to participate and lead trainingAppreciate the support role of other professionalsAbility to relate well to children and adults | Extensive working knowledge of national curriculumKnowledge of the current developments in Schools, including Government policies relating to the role of Schools and Local Authorities etc |  |
| **Physical, mental and emotional demands** |
| Must be able to work under stressful conditions in a very deadline driven roleVery high demand for precision and accuracy at all times |  |  |
| **Other** |
| Willingness to participate in training and personal development  | Evidence of having undertaken personal development inside or outside of the work environment |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation,

(o) others e.g. case studies/visits