



**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham NG4 3SH

**Salary:** Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

**Hours of work:** 37 hours per week, Term time plus 2 weeks

**Responsible to:** Assistant Headteacher Achievement

### Organisation and Management – Staff

- Management and supervision of the Data Assistant/Cover and Sims Administrator.
- Interface with the AHT for curriculum and ensure effective communication within the team.
- Lead tasks with contributions from a range of staff with a variety of skills and contributions according to their own role.

### Data Management:

- To create, oversee and develop the academy's use of data for the Senior Leadership Team and for teaching staff across all aspects of the academy activities.
- Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance.
- To work with the SLT to regularly review data systems, procedures and working practices.
- Maintain and manage the academy assessment and reporting systems including online tracking tools such as SISRA.
- To attend some SLT meetings to present and further investigate data trends.
- Provide and organise an efficient and professional data administrative service to the senior team and all teaching staff.
- To compile complex spreadsheets as required and to design complex SIMS reports.
- Collate data from internal and external assessments, generating pupil target grades for individual pupil reports.
- Distribution and interpretation of data reports e.g. ASP, IDSR, SISRA, FFT, ALIS, CATs.
- Administration of ARTi tests.

- To be responsible for the academy's census returns, ensuring accurate records across all areas of Sims (personal, academic, pastoral etc.) are maintained for each pupil and reporting as required to the Department for Education.
- To be responsible for the tables checking exercise to ensure the statistics as reported by the DfE are as accurate as possible. To support SLT in submitting evidence for any grade amendments or pupil removals for the purposes of performance reporting by the DfE.
- To provide ICT skills and knowledge to support data management across the academy, supporting in depth analysis of individual teacher, subject and curriculum performance.
- Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management.
- To work with the SLT on ensuring that the MIS has all required data for effective reporting and exporting of data for DfE reporting points.
- To work with the Operations Manager in leading the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number.
- To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tools.
- To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets.
- To attend and contribute to the Trust Data Manager team meetings.

General:

- Liaison with other departments and staff as necessary on matters regarding data and examinations.
- Support with staff duties in line with duty rota for pupil supervision.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

PLUS DAYS WORKING HOURS

<b>Holiday</b>	<b>Approx. Number of Working Days</b>
October Half Term	1 days
Christmas Holiday	1 day
February Half Term	1 day
Easter Holiday	2 days
May Half Term	1 day
Summer Holiday	4 days

All the above working hours are subject to change due to the needs and demands of the Academy and exact working days to be agreed with your Line Manager in advance of working them.

This role involves working in regulated activity and an enhanced DBS clearance is required for this position.