CITY ACADEMY NORWICH JOB DESCRIPTION

DATA MANAGER

Line Managers job title:	Headteacher
Salary:	Scale Point 18 - 22 Support Staff Scale **FTE:** £29,269 - £31,364 per annum **Pro Rata:** £16,633 - £20,882 (subject to holiday entitlement)
Tenure:	Permanent
Contract type:	Term-time plus 4 weeks
Hours per week:	22.5

THE POST

City Academy Norwich is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and attention to detail and the ability to communicate and interact effectively with others as part of our school as a Data Manager.

As a Data Manager you will be expected to work closely with senior leaders and managers to ensure they have access to accurate and timely data as requested on both a scheduled and ad-hoc basis. This is a key role to ensure joined-up data is available to inform and improve the Academy's outcomes.

We can offer flexibility around completion of hours and hybrid working is available for this role.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit

the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

Personal Qualities

- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference

Qualifications & Experience

The qualifications and experience required of a Data Manager are:
- A good level of literacy and numeracy;
- Experience with data management, ideally in an educational setting but this is desirable rather than
- Degree (Not essential)

JOB SPECIFICATION

General Responsibilities

The Data Manager is responsible to the Headteacher for delivering accurate and timely data as scheduled and requested. This may involve contributing to meetings with the Senior Leadership Team / Trust and other managers or external agencies as required.

The Data Manager will be expected to:
- understand their role in order to be able to work effectively, professionally and collaboratively with colleagues;
- handle, track and analyse data;
- work constructively as part of a team;
- be willing to be trained in other areas of need;
- observe confidentiality, sensitivity and a commitment to providing the best possible service to the Academy;
- have strong organisational skills to ensure internal and statutory deadlines are met.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Progress and Reporting Procedures
- Manage and be accountable for the effective use of the MIS (currently SIMS);
- Check and ensure completion and accuracy of all data in the MIS;
- Manage the printing and distribution of termly Assessment and Profile reports sent to parents/carers;
- Manage school 'data' queries resolving all parent queries and issues related to data linked to SLT lead;

- Maintain/monitor assessment data in MIS (currently Assessment Manager area in SIMS);
- Design and set up complex templates for each reporting session, mapping correct grades at Key Stage 4 as well as appropriate data sets for Key Stage 3;
- Ensure accurate processes of data calculation and input (e.g. percentage score, age related grades, targets, predictions)
- Ensure correct data fields are inserted into report templates so that reports are complete and accurate;
- Independently resolve problems relating to data collection and reports to ensure smooth running of procedures;
- Provide summary analyses of students' reports for Subject Leaders, Progress Leaders, Senior Leadership Team and the Headteacher;
- Work with the Senior Leadership Team in setting clear and workable deadlines for data collection and to meet all deadlines.
- Generate, resolve errors and queries, coordinate checking and submission of Student Census reports as per statutory deadlines.

Student Tracking and Data for Learning
- Build templates and generate mark sheets required by departments to aid the recording, tracking and monitoring of student attainment and progress;
- Manage the 4Matrix database and communicate key headlines to SLT and middle leaders at each assessment point;
- Work with middle leaders to create and manage bespoke Excel spreadsheets to support Department and Progress Leaders in analysing data and targeting underachievement;
- Ensure class lists are accurate and up to date, enacting set changes and timetable adjustments as directed by SLT and Subject Leaders;
- Conduct tasks requested by staff relating to assessment data and the tracking of students;
- Support the Senior Leadership Team in the development and maintenance of the school's Management Information Systems;
- Design and set up aspects and mark sheets for data collection;
- Lead on importing results and database information from other systems, such as FFTLive, to provide a comprehensive set of base data for all students;
- Facilitate Senior Lead responsible for assessment in setting appropriate targets for all students using KS2 data and Progress 8 estimates;
- Ensure accurate target-setting process for students without KS2 data is maintained;
- Compile lists and maintain statistical data in respect of a class or group of students, undertaking analysis of statistics required by staff;
- Provide target setting information and examination performance reports for the Senior Leadership Team, Trust and external agents such as Ofsted;
- Set up and maintain subject specific mark sheets in line with Academy policy

Assessment and Student Outcomes
- Report and publish GCSE and A-Level result headline figures;
- Liaise with DfE to perform data checking exercises and ensure accurate reporting, e.g student census returns
- Work with SLT to track exam cohorts against key headlines:-
  a. Progress 8
  b. Attainment 8
  c. English and Maths 'basics'

d. English Baccalaureate
e. Legacy measure (5A*-C incl. English and Maths)
- Facilitate analysis of cohort data to highlight students and groups of students at risk of under-achieving;
- Ensure facilitation of accurate identification and tracking of key students groups (e.g. Pupil Premium);
- Support curriculum planning to ensure Progress 8 compliance;
- Facilitate the management of the whole Academy assessment calendar in partnership with the SLT lead, communicating with key stakeholders;
- To plan, schedule, publish and organise staffing and supervision of all whole-year and whole-school assessment activities
- Lead the production and publication all routines associated with both external and internal examination entries and the provision of exam information to pupils, parents, and staff, as well as safe storage and security of public/internal exam materials;
- Be responsible alongside the Senior Lead for returns to the DfE in regard to assessment such as the KS4 checking exercises and reporting;
- Be present in school on the days when results are notified, overseeing the distribution of results to candidates and managing data queries

Timetabling
- Working closely with the SLT Lead, support with the administration of student timetabling such as any imports / updates required e.g. updating class lists, resolving rooming and staffing updates, reflecting timetable changes, printing and distribution of timetables

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 4 weeks
Hours per week	22.5 hours per week
Normal working Pattern	Days & times to be discussed at interview / to fit the needs of the Academy
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any

	additional time required for CPD can be claimed on a timesheet. Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

REMUNERATION

- Point 18-22 of the Support Staff Salary Scale
- FTE Salary: £29,269 - £31,364 per annum
- Pro rata salary: £16,633 - £20,882 (subject to holiday entitlement)

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 17.4%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.