Support Staff Job Description

Name:	Vacant		Post:	Data Manager

At Durham Johnston Comprehensive School everyone's first responsibility is to work towards fulfilment of the school plan. While job descriptions vary, our common commitment to the welfare and success of our young people does not.

Reporting to:	Senior Leadership Group / ICT LEAD
Responsible for:	Management of data within the school.
Liaising with:	Headteacher, Leadership Group, Year Leaders, Curriculum and Support Team Leaders, teaching and support staff, LA representatives, contract providers, suppliers, external agencies, parents and Governors.
Contract:	Term time only + 10 days during school holidays, including during school examination results days.
Working Time:	25- 37 hrs per week. Flexibility will be required in terms of working occasional, additional days during school holidays in lieu of term-time hours by negotiation with the postholder (plus 3 Inset Days where required by the school, for which payment will be made / TOIL provided commensurate with the hourly rate for the post).

Grade:	DCC Job Evaluation Ref: N7978 Grade 10 SCP 27 - 31	**Actual Salary:**	£35,745 - £39,186 per annum (pro-rata)
Disclosure level	DBS Enhanced		

GENERIC DUTIES

1. To promote the aims of the school plan.
2. To promote the smooth and effective functioning of Durham Johnston.
3. To participate in appropriate meetings.
4. To celebrate and encourage the achievements of the students.
5. To promote good order and discipline in school.
6. To liaise with colleagues where appropriate.
7. To take part in CPD and performance management.
8. To promote a pleasant environment in school.
9. To follow procedures in the Staff Handbook.
10. To follow the procedures and instructions of the LA and the Governing Body.
11. To work at the reasonable direction of the Headteacher.

DUTIES SPECIFIC TO THIS POST

Key Tasks

Systems Management

1. Oversight and responsibility for the integrity of the school management information system (SIMs).

2. Oversight and responsibility for the integrity and maintenance of all school data systems, FFT, SISRA, Class Charts, SIMs Parent App etc. and use of integration software (WONDE) to ensure integration with the school management system (SIMS).

3. Contributing to leadership of overall strategy and day to day running of process; spotting inconsistencies and errors and monitoring school database and templates to maintain accurate records and improve reporting.

4. Undertaking responsibility for database design and maintenance relating to Sixth Form UCAS references.

5. Liaising with relevant Leadership members to create a Senior Leader/Year Leader version of the data directory which is clearly signposted and includes only what Senior Leaders/Year Leaders would refer to on a regular basis.

Assessment, Reporting and Target Setting

6. Developing and leading systems for reporting and target setting.

7. Designing, developing and maintaining monitoring tools for quality of reporting.

8. Developing effective working relationships with relevant Senior Leaders in order to rationalise the school's approach to and management of new target setting requirements.

9. Developing approaches to encourage timely return of data from teaching and other staff and acting proactively to ensure deadlines are met.

10. Managing all pupil and parent questionnaire using Teacher Tapp, ensuring continuous cycle with feedback from parents.

11. Undertaking responsibility for designing electronic mark books in Excel tailored to the needs and requirements of middle and senior leaders.

12. Manage parental access to the SIMS Parent app and publish reports and content for parents.

Performance Analysis

13. Ensuring appropriate and timely reporting to enable Senior Leaders to monitor report entries and grades across departments with minimal time and technical challenge.

14. Maintaining detailed knowledge of government data provision and making effective use of the same in managing teaching and technical data tasks.

15. Supplying data as requested by Senior Leaders (eg for target setting, departmental inspections etc.); taking responsibility for decisions relating to what data to use, analyse and present.

16. Undertaking responsibility for SEF data collection or similar.

17. Contributing to GCSE data tasks (eg FFT by class and subject, FFT BETT style figures to deadline in early September, FFT by groups i.e. Disadvantaged, SEND etc.)

18. Contributing to KS3 data tasks (eg class analysis that can be given to Senior Leaders and Year Leaders)

19. Ensuring effective annual updates (eg Y7 intake average ability and by group) and presenting this in graphical form.

20. Providing comparative figures for overall threshold at each school data entry (i.e. Att 1,2 and 3: figures e.g comparing teacher targets and att figs with FFT: provide "class" groups of this Att.)

21. Providing data analysis for groups (eg <L4, SEND, Prior attainement etc.) and for individual subjects to give to Senior Leaders and for these students across their subjects for Year Leaders.

22. Synthesising and presenting in "user friendly" format, data from FFT, IDSR, SISRA and school to support LA/SIP target setting

23. Providing interpretation of IDSR, SISRA, FFT Class Charts for Leadership Group of what is there and how it can be used effectively.

24. Developing and leading systems for creating specific data reports for relevant Senior Leaders.

25. Analysing data on behalf of and in conjunction with Year Leaders to target underachieving pupils etc.

External Data

26. Completing necessary returns for LA, IDSR etc and any other statutory requirements that arise including data support for the school census.

27. Operating secure email for examinations entries and results.

Supporting Colleagues, and other Stakeholders

28. Acting as a 'First port of call' for data related queries.

29. Developing effective working relationships with Year Leaders to meet their needs.

30. Contributing to CPD - on data related topics with the objectives of saving staff time and developing staff familiarity.

31. Providing technical support for timetable setting, liaising with other staff as required.

32. Developing and implementing a technical guidance service for data related tasks for teaching and support staff to facilitate increased whole-school consistency and quality, including use of school database and templates.

33. Liaising with the IT Lead / IT Technical staff to troubleshoot and achieve working system for staff.

34. Providing general help and educational support for data issues; assisting individual people where they would benefit from expertise in excel etc.

35. Providing excel expertise in support of whole school administrative tasks, as required; to include development of data based reporting systems to streamline administration (i.e. monthly staff absence trigger reporting for Head and Director of Resources).

36. Providing a clerking service to the Governor's Curriculum and Standards Committee including production of accurate and timely minutes

37. Supporting with the completion of the school census ensuring course management is accurate, especially Sixth Form course memberships & exam results for funding purposes.

38. Contributing to A level data tasks.

39. Where required support the Exams Officer in ensuring that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences to enhance progress.

40. Support the exams officer in the setting up of exams if required using the SIMS software to administer student data for national tests; public examinations and internal school examinations

Other

41. Ensure compliance with data protection regulations.

This job description is current at June 2024, but following consultation with you, may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title. All posts will be reviewed annually.

Signed: **Date:**

NOTES

The above responsibilities are subject to the general duties and guidelines contained in the APT & C Conditions of Service. This is a 'job description' and not the Date Managers' conditions of Service.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the postholder.

The interpretation of each task hinges on the word 'reasonable'. It is acknowledged that any requirement of the postholder is only valid if it is in itself a reasonable task for the Data Manager to execute and if the time allocated to it is reasonable in the light of the other duties required of that officer.