



<b>Post Title:</b>	Data Manager
<b>Responsible to:</b>	Deputy Head
<b>Accountable to:</b>	Headteacher and Governing Body
<b>Based:</b>	Faringdon Community College
<b>Hours:</b>	30 hours per week, term time plus 1 week
<b>Salary:</b>	Grade 8

## **JOB PURPOSE:**

### **The Role**

To produce clear, concise and accurate information to support Senior Leaders in raising standards of performance

To set up, maintain and review complex data, problem solve, develop solutions and/or strategies with senior leaders to enable effective use of data for school improvement.

To oversee all activities in regard to school data, ensuring that all MIS systems are utilised effectively including for recording student details, admissions, attendance, assessment, timetabling and results analysis. This incorporates the management of staff, student and parent applications and development of communication processes between these stakeholders.

To ensure compliance to all internal and external regulatory requirements, including termly student census returns.

### **Leading the development of this area within the School:**

- Responsible for the accuracy of assessment and reporting data within MIS database.
- To further develop the use of all student data for analysis, school improvement and to improve communication between staff, parents and students, using the school's MIS and related portals and applications.
- To further develop the schools systems and processes, for example, behaviour management and safeguarding processes by investigating, evaluating and implementing new processes and systems, ensuring the school's MIS is used to its potential and that automated processes are created as much as possible.
- To oversee the updating, modifying and streamlining of the admissions process, using the school's MIS and associated parent portals/applications.
- To manage, create and further develop grade sets, mark sheets and report templates within the MIS for the collection and distribution of data.



- To produce reports by manipulation and analysis of data, ensuring all data is accurately and appropriately maintained in a consistent manner at all times
- To plan and deliver data interpretation training to staff across the school
- To plan and deliver MIS training to staff across the school according to their needs. Including training on system updates or new initiatives. Provide literature specific to the schools use of the MIS and related systems.
- To informally support staff to develop their MIS and data skills as required and be the first point of contact for MIS queries, working alongside the ICT Support Team to resolve issues.
- To Investigate, analyse and report on other factors that may influence student progress and outcomes (E.g. attendance, engagement in out of hours activities, behaviour)
- To analyse and interpret data on specific groups of students, identifying patterns and trends and reporting results to senior leadership and governors to support strategic planning
- Support Heads of Year and Subjects to make informed decisions on individuals and groups of students
- To design and maintain assessment templates and ensure that staff complete their data input in accordance with the School's assessment cycle;
- To work with SLT and other staff to ensure the School's strategy for monitoring achievement is effectively and efficiently managed

### **Responsibilities**

- To oversee, maintain and develop the School's use of the MIS database and the data across the school to record, monitor, analyse, evaluate and improve student progress and outcomes.
- To oversee all activities in regard to school data, ensuring that all MIS systems are utilised effectively including for recording student details, admissions, attendance, assessment, achievements timetabling and results analysis. Responsibility for ensuring that all student records are up to date and meet statutory requirements and guidelines.
- Ensure the school is compliant with regulations such as GDPR and those stipulated in KCSIE, in relation to the MIS and related applications, in terms of the data that is stored, processed and shared.
- To oversee the accurate collection and collation of data for DfE and other government bodies returns and submissions as may be required including the termly census.
- Line manage the Student Data and Admissions Officer .This includes appraising these staff in line with school policies and ensuring the accuracy of MIS data in relation to these results. In particular, this includes having responsibility for the school census returns, with the assistance of the Pupil Data and Admissions officer.
- To use analyses tools such as Excel and 4Matrix to support school staff in making effective interventions and improving student progress and outcomes.



- To keep school leaders and staff up to date with current local and national data and assessment expectations and brief school leaders on assessment and data expectations from DfE and other external sources.
- Manage and analyse external data such as that provided in FFT aspire and communicate key information to senior leaders.
- To keep school data that is shared with external audiences up to date and accurate this includes all data accessible to students and parents via MIS portals and applications, results on the website in prospectuses and school self-evaluation documents.
- To produce and develop clear, concise, accurate information reports for subject leaders, pastoral leads, SLT and Governors to show the attainment and progress of current learners; outcomes for current and past students; and patterns over time and in order to inform development and interventions in schools. To report findings to SLT and to governors as required.
- To attend exam results days to provide immediate data analysis and report to senior leaders.
- To produce summaries of results, headline figures and detailed analysis of external exam results each August for school leaders, subject leaders and governors.
- To manage the student academic data assessment cycle and lead on the production of student reports for parents/carers and ensure that individual student data is available for consultations with parents.
- To produce ad hoc bespoke reports and information to staff across the school on request, including data in order to inform the giving of student performance rewards.
- Taking responsibility for own continuing professional development, including attendance at in-service training, to develop job performance and for personal development.
- Assist the Deputy Headteacher with the preparation and maintenance of the school timetable. This includes deputising for the Deputy Headteacher's timetabling responsibilities during periods of absence and taking responsibility for the maintenance of and updates to the school timetable during the school year.
- To assist the Deputy Headteacher in managing the options process for Y9 into 10 and Y11 into 12.
- To manage the MIS end of year procedures, including promotion and curriculum assignment, populate teaching groups once the school timetable is complete in July each year and provide students with timetables for the start of the academic year and as requested
- To undertake quality assurance to ensure the integrity of data held, including maintaining data integrity between the MIS and timetabling software
- To support staff, student and parent use of the MIS portals and applications.

*The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*