Data Manager

POST:	Data Manager
RESPONSIBLE TO:	Principal, under the daily leadership and management of the Vice Principal
SALARY:	NJC SCP 22-26
KEY RELATIONSHIPS:	Senior Leadership Team; Data and Exams team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
LOCATION:	Oasis Academy Mayfield, Southampton, SO19 9NA
WORKING PATTERN:	37 hours per week, term time + 2 weeks
DISCLOSURE LEVEL:	Enhanced with Barred List Check

THE ROLE

The role of Data Manager is vital to ensuring the success and safety of students at the Academy. As well as maintaining accurate records, the Data Manager will work with staff, families and external agencies to support the smooth running of the Acadmey and improve outcomes for all. The role will require adaptability, organisation and leadership.

The role will form part of the data and examination team at Mayfield, and will line manage both the examination officer and the attendance and admissions officer. As part of the role the Data Manager will need to both lead and work as part of this team, supporting collegues during times of pressure (for example supporting with a GDPR request, examination day support or covering for absence within the team).

Liaison with the following will be required:
- Data and Exams team
- Administrative Team
- Pastoral Teams
- Safeguarding Lead
- Senior Leadership Team

KEY RESPONSIBILITIES

Data Management
- To lead development of the academy's approach to data so that it provides timely information to help raise standards.
- To be accountable for the quality of data systems within the academy and for the quality of data prepared for a range of stakeholders including staff, Academy Council, OCL, Local Authority, Media purposes and parents.
- To lead the development of the data systems across the academy so that data is up to date, accurate, accessible and well presented for a range of stakeholders

- To manage the MIS system (currently Bromcom) and Data Analysis System (currently SISRA analytics) keeping both systems up to date, training staff in their use and remaining up to date with new developments.
- To be accountable for the data provided to a range of stakeholders making sure that data systems are maintained and that data is presented to meet stakeholder needs
- To make sure that data systems are sophisticated enough to allow the academy to evaluate the performance of every child in every classroom
- To fulfil the obligation of key reporting to the local authority, DFE and other necessary agencies.
- To be responsible for the termly Census
- To monitor the use of data in the academy including collecting feedback from users and evaluate both the provision and its quality and use these findings to create action plans for continuous improvement
- To be responsible for student reports
- To produce data sheets and trackers for staff as required
- To work in partnership with staff to ensure that their data needs are understood and inform the development of the academy's system
- To develop partnerships with stakeholders from across the city and OCL to help deliver improved data systems at Mayfield

MIS Management
- Through enhanced personal access rights and appropriate allocation of access to others, to manage the Academy's MIS (Bromcom) on a day-to-day basis and lead any future developments.
- Ensure all pupil records are maintained accurately
- Ensure End of year procedures are completed
- Academic Year Management
    - To maximise the functionality of the academy's MIS to ensure the easy capture of data and so to reduce workload and enable the academy to be compliant with various workforce agreements
    - To work with the ICT support team to create a synergy between the various parts of the MIS and the needs of data users
    - To manage and evaluate the Academy's information management needs and advise the Academy on best practice

Timetable
- In conjunction with the Vice Principal, support the construction of an efficient Academy timetable that delivers the Academy's curriculum vision and secures efficient use of the Academy's human and physical resources
- Production of student timetables
- Room changes
- Academic year migration (roll on)

Data Protection Lead for the academy
- Advise colleagues on GDPR legislation and actions
- Point of contact for Subject Access Requests
- Provide and organise CPD for all staff on GDPR ensuring that our statutory requirements are met.

- To attend CPD and training as the Data Protection Lead, ensuring that all of our policies and procedures are up to date.

Management of the Team
- To line manage the Exams Officer and Attendance Officer managing their workload
- To train the Exams Officer and Attendance Officer so that all parts of the Data and Exam team are able to cover and support each other
- To Cover/ Arrange cover for Exams Officer and Attendance Officer in case of absence
- To be accountable for the standards and outcomes of the Exams Officer and Attendance Officer
- To hold others to account through clarifying expectations, setting high standards for others and ensuring that objectives are achieved
- To develop and empower colleagues so that they experience real, significant personal and professional growth. This will involve continually creating and supporting opportunities to develop colleagues
- To inspire others through articulating a compelling vision and the ability to motivate students and staff. This will involve the ability to persuade others
- To build relationships with different stakeholders
- To model moral purpose and an enthusiasm for making a positive difference for children and to engender in others the belief that Academies have a crucial role to play in changing lives and improving life chances

The post demands a very high level of understanding of data management and its complexities. There is a very high demand for precision. The post holder will have enhanced access rights to the Academy MIS and will be responsible for ensuring the security and integrity of Academy data and systems.

OTHER:
To undertake other various responsibilities as directed by the line manager and Principal.

SAFEGUARDING CHILDREN
Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensur that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Data Manager
Person Specification

Our Purpose
Oasis Academies exist to provide a rich and balanced educational
environment which caters for the whole person - academically, vocationally, socially, morally,
spiritually, physically, emotionally and environmentally. Our task is to serve our students as
well as to provide a learning hub for the entire community. In this way we will raise aspirations,
unlock potential and work to achieve excellence through encouraging a 'can do' culture which
nurtures confident and competent people.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and
Values document that accompanies this job description.

	Essential	Desirable
Qualifications	• Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications	• A relevant degree • A professional qualification relevant to the post such as social work, reaching, youth work or other related qualifications.
Experience, Skills and knowledge	• Working with children, young people, parents and families preferably within an educational context • Willingness to undertake travel as and when required • Working with professionals from other agencies and in a multi-agency context • Using IT systems to compile reports as well as analysing statistical data for monitoring purposes • School systems and an understanding of the issues affecting truancy and non- school attendance • Demonstrate an understanding of issues linked to confidentiality and GDPR • Demonstrate an understanding of issues that may affect a student's ability to attend school • Ability to communicate effectively both orally and in writing • Ability to use IT Systems effectively to produce reports, record information and monitor outcomes for individuals and groups • Ability to persuade and negotiate as well as good interpersonal/ communication skills	• Demonstrate knowledge of national attendance regulations for schools • Demonstrate Knowledge of Ofqual and Exam Board regulations • Experience of work within a school attendance, examinations or data teams. • Experience managing a school MIS system • Experience managing others • Experience leading a team

	• Demonstrate a solution focussed approach, collaborative working and enthusiasm to work with students, parents and carers in addition to school based staff.	5
Personal Qualities	• Commitment to safeguarding and promoting the welfare of children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Excellent communication skills • The ability to work under pressure, including maintaining a positive attitude, in a demanding and busy environment • Able to use own initiative and imagination to ensure tasks are completed • Highly organised and efficient: capable of multi-tasking, working at pace and prioritising work in an effective manner • Have a willingness to demonstrate commitment to the values and behaviour that flows from the Oasis ethos.	