



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Data Manager

37 hours per week Monday to Thursday 8.30am to 4.30pm and Friday 8am to 4pm

Term time plus 1 weeks holiday working and 1 week CPD

Part time applications will be considered

Hybrid working will be considered on completion of probation

Scale 8, points 25 - 28 - £33,945 - £36,648 + £988 Fringe

Actual Salary £30,819 - £33,204

Required ASAP

We require an enthusiastic pro-active person with excellent IT and Excel skills to facilitate the school's ICT based systems of reporting, target setting and review producing reports for a range of users. Knowledge of SIMS/ DPR would be advantageous but training can be provided.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover/TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 21st October 2024 at 12pm

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.



JOB DESCRIPTION:

Responsible to:

Responsible for:

Data Manager

Headteacher

To be responsible for leading the effective co-ordination and administration of the school's data management and assessment services. This includes overseeing, maintaining and developing the school's use of strategic and operational data including assessment, recording and reporting systems and production of the school census.

To ensure that quality, up to date statistical information reports are available relating to all aspects of learner progress. In particular, exam results analysis, the monitoring of achievement data and the reporting of this information to support staffs in raising standards of performance.

To promote, develop and lead the use of data management across the school.

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Assessment Data Management

- To contribute to the development of data management across the school by monitoring and improving processes and procedures. Managing the provision and use of data, co-ordinating all aspects of data entry so that the school is equipped with accurate and timely information to improve standards of performance.
- Using data, review and analyse key trends and priorities to provide comprehensive verbal and written reports/analysis to assist the Senior Leadership Team in all aspects of assessment, recording and reporting.
- To provide accurate and timely data to senior and middle leaders to allow for precise target setting, assessment and reporting. Including analysis of examination results, internal and external performance data, producing target setting information and examination performance reports for stakeholders.
- To monitor the use of information systems and provide appropriate staff training and support for teaching and support staff in the use of software and interpreting data, to maximise its use and increase efficiency.
- To maintain, develop and operate an annual programme of school performance data collection, analysis and reporting, including analysis of different groups; ensuring the integrity of the data collected.
- To develop, monitor and maintain the school reporting system and procedures. Working with the Senior Leadership Team in setting clear and workable deadlines for data collection.

- To act as a data consultant to middle leaders and the Senior Leadership Team providing them with assessment and DfE Governance data that enables them to make strategic decisions regarding pupil pathways and academic performance.
- To ensure that all DfE and LA checking exercises in relation to performance data are completed accurately and on time.
- To ensure the accurate collation and analysis of examination results on results day.

Other Data Management

- To oversee and manage the integrity of pupil data and pupil tracking, distributing lists as appropriate.
- To gain a comprehensive understanding of the complex relationships between classes, courses and examination awards to enable effective contribution to the checking of QAN and discount codes, liaising with appropriate staff as necessary.
- To oversee the production of the school pupil census, to ensure its accuracy and timely completion.
- To oversee accurate records regarding the Post 16 intentions of the current Key Stage 4 pupils, liaising with the 6th Form to ensure the data collected is accurate and fit for purpose.
- To provide data as required for transition days

Information Systems Manager

- To manage and maintain school systems in the capacity of administrator, for example: 4Matrix, FFT Aspire, Secure Access, ensuring staff as appropriate.
- To manage staff access levels within Course Manager for SIMS marksheets.
- To liaise as required with the School Network Manager regarding technical aspects of the school assessment systems, such as SIMS Staff User account permissions and System upgrades and patches.

Pupil Transitions

- To oversee and develop the schools procedures for dealing with transfer of student data ensuring that transition and in year transfers are effectively managed.
- To oversee and manage the year end process relating to leavers, new admissions and whole school promotion.

Communication

- To represent West Hatch at external meetings as required.
- To attend meetings of the Senior Leadership Team and other meetings as required.
- To be responsible for the production, printing and distribution of Pupil Reports and other performance information to parents/carers.
- To communicate effectively with all relevant groups where required.

System Improvements

- To continually aim to improve systems and provision, keeping up to date with new developments.
- To recommend the use of appropriate IT packages and systems in relation to the management of pupil, staff and assessment data, arranging suitable trials of such.

General

- To undertake such other duties as required by the Headteacher
- To co-operate with the employer on all issues to do with Health, Safety and Welfare
- In conjunction with the line manager, to take responsibility for personal professional development
- To undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
- To maintain a professional portfolio of evidence to support the Performance Management process as required, evaluating and improving own practice

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.