

Job Description

POST:	Data Officer
START DATE:	By arrangement with successful candidate
RESPONSIBLE TO:	Vice Principal
SALARY:	SCP 18 – 22 (£29269 – £31364) Actual £26466.50 - £28360.90
LOCATION:	Oasis Academy Sholing, Southampton
WORKING PATTERN:	Full Time, Term time + 2 weeks (41 weeks pa)
DISCLOSURE LEVEL:	Enhanced with Barred Checklist

JOB PURPOSE

To drive a data culture forward within the Academy and develop and maintain the Academy's information management systems and other data handling tools for assessment and tracking. The post demands a very high level of understanding of data management and its complexities. 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.

MANAGEMENT OF ACADEMY MIS

- Take the lead role in the development, maintenance, and management of Bromcom including input of data
- Maintain Bromcom in relation to staff- set up staff accounts and access rights
- Respond to complex correspondence such as a GDPR subject access request
- Support and liaise with the examinations and attendance officers
- Prepare and deliver Bromcom training in house to appropriate cohorts of staff
- Ensure all student records are maintained accurately
- Ensure all end of year procedures are completed

MANAGEMENT OF ACADEMY DATA

- Implement systems and procedures to ensure data is accurate, up to date and compliant with internal and external requirement
- To lead development of the Academy's approach to data so that it provides timely information to help raise standards
- Complete Statutory Returns such as School Census
- Complete data forms/returns to Senior Leadership Team, Oasis Learning Community, and outside agencies
- Liaise with relevant staff to co-ordinate the receipt of all aspects of data relating to the Year 7 intake and in year admissions
- Liaise with the examination officer for download of GCSE examination results and subsequent administration of results

Job Description

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- Maintain accurate Key Stage 2 data and reading age data
- Manage and maintain data for progress data analysis tool (SISRA)
- Liaise with the examinations officer regarding external assessment
- In conjunction with the Vice Principal produce and update student targets in line with Oasis Community Learning policy
- Co-ordinate with the SENDCO to ensure all SEN information is accurate and up to date
- Contribute to the whole school evaluation process providing necessary data for staff

ASSESSMENT

- Oversee the Academy assessment cycle
- Set up and manage the assessment module including the creation and maintenance of grade sets, mark sheets and report templates for the collection and distribution of data
- To produce reports and data analysis to support the Senior Leadership Team, Head of Departments, and teachers on progress towards all school targets
- Publish academic reports to parents as per the Academy assessment calendar
- Keep abreast of current guidance, requirements, and good practice in relation to target setting, the effective use of data

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
- Ongoing amendment to timetables where required

SUPPORTING THE ACADEMY

- To support the aims, values and policies of the Academy and participate in a team approach to all aspects of the Academy
- To attend and contribute to regular staff meetings and in service training and identify personal development need
- To comply with all policies, procedures and working practices relating to safeguarding young people (child protection), health and safety, confidentiality, and data protection

ADDITIONAL DUTIES

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and where appropriate training has been completed

SAFEGUARDING

- To contribute to the development of student's emotional wellbeing.
- To adhere to the Academy's safeguarding policy.
- To attend relevant training and keep up to date with the National requirements.

Oasis Academy Sholing are committed to safeguarding and promoting the Welfare of young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment

ESSENTIAL

DESIRABLE

Qualifications	
<ul style="list-style-type: none"> • Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience. • NVQ Level 4 or equivalent qualification or experience • MIS system training 	<ul style="list-style-type: none"> • Post 16 educational qualifications Diploma in School Business Management ECDL

Knowledge	
<ul style="list-style-type: none"> • Knowledge and understanding of education and training systems and process 	<ul style="list-style-type: none"> • Knowledge and understanding of the effect of social and economic disadvantage on young people and its impact on their progression
<ul style="list-style-type: none"> • Commitment to developing own learning, knowledge and skills relevant to the Careers Advisor and functions of partner organisations 	<ul style="list-style-type: none"> • Knowledge of understanding in the field of learning difficulties and or disabilities and its implications
<ul style="list-style-type: none"> • Knowledge of legal frameworks that underpin services to young people, e.g data protection 	

Experience and Skills	
<ul style="list-style-type: none"> • Experience with working in a diverse secondary school or complex organisation with a variety of stakeholders 	<ul style="list-style-type: none"> • Evidence of independent work • Evidence of whole school/organisational improvement
<ul style="list-style-type: none"> • Ability to solve problems, innovate, plan, organise, overcome barriers and implement solutions effectively. 	<ul style="list-style-type: none"> • Excellent ICT skills
<ul style="list-style-type: none"> • Ability and willingness to respond positively and effectively to change and innovation 	

Experience and Skills	
<ul style="list-style-type: none"> • High Level of oral communication skills 	
<ul style="list-style-type: none"> • Negotiations skills (with young people, parents, teachers, providers, support agencies and other professions at all levels) 	

<ul style="list-style-type: none"> • Effective guidance skills 	
<ul style="list-style-type: none"> • Proficiency in the use of IT systems for accessing and inputting information 	
<ul style="list-style-type: none"> • Ability to plan and manage own workload, achieve agreed targets and objectives and evaluate outcomes 	
<ul style="list-style-type: none"> • Is able to use and understands the purpose of ICT and is able to develop the use of technology within own workplace by utilising a variety of standard software available. 	
<ul style="list-style-type: none"> • Is able to manipulate data and extract information, which is then presented in an appropriate format 	

Commitments

<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
<ul style="list-style-type: none"> • Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	

Personal

<ul style="list-style-type: none"> • Energy, enthusiasm and flexibility 	
<ul style="list-style-type: none"> • Resilience and a positive outlook on life 	
<ul style="list-style-type: none"> • Motivation to work with young people. 	
<ul style="list-style-type: none"> • Willingness to work flexible hours that enable a responsive service to be delivered 	
<ul style="list-style-type: none"> • Willingness and ability to travel to and work from locations outside normal work base as required. 	

Organisational awareness

<ul style="list-style-type: none"> • Keeps up to date with educational developments, analysing and interpreting how these impacts on own area of responsibility. 	<ul style="list-style-type: none"> • Knowledge of school policies and procedures
<ul style="list-style-type: none"> • Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the Academy. 	
<ul style="list-style-type: none"> • Regularly networks inside and outside the Academy to exchange ideas and information. 	
<ul style="list-style-type: none"> • Clear understanding of the role data plays within 	
<ul style="list-style-type: none"> • Willingness and ability to travel to and work from locations outside normal work base as required. 	