Job Description

JOB TITLE	Data Officer
JOB FAMILY	Office Admin
PHASE	Secondary
HOURS	37 hours per week, 39 weeks per year
REPORTING TO	Deputy Headteacher
RESPONSIBLE FOR	n/a

Job Purpose

- Responsible for providing a high standard of data and administrative support for the school.
- To ensure that assessment data across the school is accurate, informative and assists with the monitoring of progress for all students across the school.
- To take a lead role in planning, developing and monitoring systems and procedures
- To ensure that data returns and School Census is produced accurately and in a timely manner.
- To maximise student achievement with the construction of the timetable to enhance teaching and learning within the school.
- To ensure that data produced is accurate at all times.
- To ensure that census information meets the current requirements.
- To develop and nurture effective working relationships with a range of colleagues and members of the school community.

Duties and Responsibilities

Data and Assessment

- To be responsible for maintaining all assessment databases. This included but is not limited to, up-dating systems, producing reports, undertaking statistical analysis, analysing public examination outcomes as required.
- To administer the target setting process, compiling and analysing relevant data for distribution as appropriate.
- Administer the production of base data (including reading ages) and the tracking of student progress data, ensuring that KS2 data is obtained for new intakes where appropriate.

- To co-ordinate and administer all student reports – in conjunction with the SLT – and produce individual student reports as necessary.
- To manage ad-hoc requests for information from school leaders, teachers and administrative staff, researching new procedures and reports that promote the effective and continued use of data within the school.
- To communicate with teaching staff on deadlines and requirements.
- To manage the creation and maintenance of class groups, marksheets and report templates.
- To create and issue internal reports to Tutors, Head of Department, Head of Years and the Leadership team as required.
- To produce Raising Attainment and Progress data for KS5, KS4 and KS3 meetings as required. To then distribute to HoDs/SLT with subject data analysis for prelims and external exams.

School Census

- To work collaboratively to complete statutory returns, related to students, including the termly census, providing accurate data about students, achievements, attendance and Sixth Form Learners etc., much of which informs elements of the school's funding.
- Maintain an overview of the requirements of the Census and inform colleagues of such requirements and any changes.
- Ensure that all links to the Arbor database are updated as required in order to ensure that Census requirements are met.
- Ensure that the autumn term post-16 returns are completed, and that timetables and course codes are linked correctly.
- Liaise, where necessary with other institutions to ensure that the census is accurate.

Examinations

- To operate as back-up for the Exam Officer, maintaining knowledge of JCQ regulations and able to deputise if the Exam Officer is absent. Provide additional support to the Exam Officer during external exam periods.
- Liaise with the Exam Officer regarding external data produced for examination analysis.
- Ensure that relevant sections of the examinations package are linked to the school's census.

Arbor

- To be responsible for the management of Arbor permissions, including passwords and ensuring that all staff have the correct level of access to the MIS.
- To co-ordinate, with Thinking Technology on any upgrades or technical issues regarding Arbor.
- To be responsible for the development and support of the common transfer system to provide consistency of data from school to school.
- To create and run reports and templates to identify missing data and as requested.

Training

- To be responsible for any staff training in relation to data systems, the School Census or other aspects of the school's MIS.
- To provide training to staff to ensure that all staff are able to uses the school's data analysis software, 4Matrix.
- To prepare and publish Arbor user guides, as requested, to support staff.

Timetabling

- To collaborate on the creation of the school timetable in collaboration with SLT and the other Trust staff.
- Maintain the school timetable throughout the year, working with SLT and HoD's to ensure lessons are covered appropriately with staffing changes.
- To oversee the set up and maintain registration groups, allocate student memberships, tutors and pastoral support through the end of year procedures for the academic and Pastoral sides of Arbor.
- To be responsible for the administration of the options process for KS3 to KS4 and from KS4 to KS5.
- Update the COSMOS plan periodically when requested by SLT to reflect timetabling changes.
- Collaborate with SLT to ensure that internal rotas and meetings are on Arbor.

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility at The Victory Academy

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at The Victory Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regarding for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the professional growth and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Data Officer

Name: Signed: Date: