

Job Description	
Post:	Trust Assessment & Data Officer
Pay Scale:	Grade 6 SCP 19-24
Responsible to:	Trust Data Manager
Main Location:	STOC Central Office with travel to other sites
Key Responsibilities	
<ul style="list-style-type: none"> • To provide effective and efficient data and information management support to schools and the central team. • To be an initial point of contact for schools for all Assessment and Assessment data queries. • To input, retrieve and manipulate assessment data in support of monitoring school improvement and in ensuring pupil progress. 	
Main Duties	
<p>The following is typical of the duties the post holder will be expected to perform; it is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.</p> <ul style="list-style-type: none"> • To provide effective and efficient assessment data and management support to schools and the central team. • To be an initial point of contact for schools for all assessment platform and data queries. • To input, retrieve and manipulate assessment data in support of monitoring school improvement and in ensuring pupil progress. • To contribute to the maintenance of the Trust's various data dashboard's ensuring that Trust Leaders have swift and easy access to information. • To provide support to schools with all assessment / statutory returns. • To provide operational data support to schools as required. • To assist schools in implementing the Trust's target setting processes. • To provide support to schools in target setting, assessment recording and analysis. • To extract information from a range of systems, to provide to leaders through Trust template reports. • To ensure that all data and information is processed in accordance with Data Protection principles. • To ensure that the Trust and school's data management systems operate effectively by: <ul style="list-style-type: none"> ○ Producing timely and accurate collation analysis of school data. ○ Working with schools to create data reports, as required. ○ Producing data reports for a wide range of audiences. ○ Supporting and training colleagues, including teachers, to input and process and analyse data within specific deadlines. 	

- Developing and maintaining tracking systems and providing relevant information to appropriate stakeholders as required.
- Preparing analysis and reports of the outcomes of external examinations and assessments including but not limited to; KS1 and KS2 SATs (and practice tests), NEFR, CAT 4 Testing, NGRT, PASS, GCSE/A Level etc. results across the Trust.
- Support administrative staff in maintaining accurate pupil records in the school MIS to ensure that a high standard of pupil data is maintained and can be used on assessment platforms.
- Provide data support following publication of assessment and examination results to schools.
- Fulfil any other duties as may reasonably be requested by your line manager or the Trust's Strategic Leadership Group.
- The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Ability to relate well to children and adults.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
English and Maths GCSE or equivalent.	E	A/I
Evidence of commitment to updating knowledge through regular CPD.	E	A/I
Further professional development in relevant fields.	D	A/I/C
Skills, Knowledge & Experience		
Experience of data and system management in an academy/school, local authority or education setting.	E	A/I
Good working knowledge of Arbor.	D	A/I
High level of transferable ICT skills including a strong working knowledge of Microsoft Office applications and advanced use of Excel Spreadsheets.	E	A/I
Experience of using VBA/Macros to automatically manipulate data.	D	A/I/R
Previous experience of working within an educational setting.	E	A/I
Experience of maintaining high standards of data quality.	E	A/I
Working knowledge of data analysis packages-for example SISRA Analytics/4Matrix/Timetabler.	D	A/I
Experience of using Power BI / Tableau to analyse and manipulate data.	D	A/I
Experience of analysing and interpreting education performance data.	D	A/I
Experience of training and supporting others with assessment and data analysis.	D	A/I
Personal characteristics		
Demonstrate personal and professional integrity, including modelling values and vision.	E	A/I/R
Ability to input data accurately - a good "eye for detail".	E	A/I/R

Ability to be adaptable and work flexibly across the Trust.	E	A/I/R
Commitment to promote and support the aims and values of the St Teresa of Calcutta Catholic Academy Trust.	E	A/I/R
Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness.	E	A/I/R
Ability to work under pressure with limited supervision.	E	A/I/R
To be discreet in dealing with sensitive matters and collaborative working with executive leaders.	E	A/I/R
Equal Opportunities		
To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E	A/I/R