

Job Description

Data Protection Manager

Working basis: Full Time

Salary: £35,920, J34

Location: LAT Trust HQ, Strood Academy, but travel to all sites occasionally

Reporting to: Central Data and Data Protection Manager

PURPOSE OF JOB

The Trust is going through a period of consolidation and standardisation of all its data services. We are therefore seeking an individual who will be able to work closely with every academy to assess the current practices and promote and implement the Trust vision.

In liaison with the central Trust educational team, this individual will also provide efficient and effective assessment, reporting, recording and tracking systems as well as reconcile MIS data. In addition, they will be a key player in the consolidation of the Trust data analysis tools.

KEY RESPONSIBILITIES

- Key player in the selection and adoption of new/replacement MIS systems, data analysis tools, behaviour monitoring systems and parent communication methodology. Moving all common processes to an approved method
- Responsible for the promoting of further use of MIS tools and supporting schools with this through being the Bromcom Champion
- Responsible for maintaining and improving the primary data analysis system and Trust primary Power Bi analysis tool
- Support the completion of the module reviews through the use of Bromcom, Power BI and various data collection methods.
- Support the implementation of data consistency across academies
- Support the completion of Trust level data dashboards to be provided to stakeholders
- Support the analysis of examination outcomes across the Trust, admissions trends (including mapping relevant catchments), Trust-wide destinations, retention information and Trust-wide surveys
- Support data collection for external bids submitted by the Trust
- Provide reports as requested by the CEO/ADs
- Provide support as required to data managers and principals across the Trust

Person Specification:

Essential:

- Confidence both in themselves and the product they are promoting
- Communication with the ability to combine their confidence with excellent verbal and written communication skills
- Attention to detail, organisation and a positive attitude
- Ability to prioritise effectively and organise own workload and using own initiative where appropriate
- Excellent ICT skills in particular the use of Bromcom, Power Bi, Google Suite

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.