



HECKMONDWIKE
GRAMMAR SCHOOL

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JOB DESCRIPTION

POST TITLE:	Data Manager
SALARY GRADE:	R29 Pt 29 – 33 (£33,486 – £37,568) (£31,145.33 – £34,942.00 pro rata)
WORKING HOURS:	37 hours per week - Term Time (+ 15 days)
RESPONSIBLE TO:	Deputy Headteacher

Professional Characteristics

All staff are expected to be effective professionals who support the school their best. All staff should inspire confidence, build team commitment, engage, and motivate their colleagues. They should think analytically and take positive action to improve all aspects of their work. They will encourage high standards of academia and personal and professional achievement and be a good role model for stakeholders in the school. They will make an active contribution to the policies and aspirations of the school and their department.

Leadership and Management - Lead and promote the use of data across the school

1. Plan, implement and monitor systems and timescales for all aspects of data within the school, ensuring that all systems are maintained and that time is used effectively and efficiently.
2. Control work streams to ensure that all deadlines are met.
3. Devise and implement procedures to meet the organisational, technical and strategic demands of the school.
4. Ensure relevant staff have the training to ensure the team works efficiently and has the capacity to cover in the case of staff absence.
5. Support the Exams Manager in any aspects of data analysis or data management where appropriate.

Main Duties - Data & Reporting

1. Monitor the academic performance of the school through external data sources used as the main national accountability documentation
2. Responsibility for the creation of challenging yet achievable target grades with DHT, using national data sets where applicable.
3. Ensure assessment grades and data is presented for Subject Leaders, Achievement Leaders and senior staff to evaluate.
4. Prepare detailed analysis of results promptly for the Headteacher and leadership team.
5. Prepare clear, concise and accurate data reports to support the leadership team in raising standards of performance across the school, identifying patterns and trends for identified cohorts.
6. Create and manage the development of strategic and operational data systems to support in-depth analysis of individual teacher, subject and curriculum performance as part of the whole-school self-evaluation
7. Play a lead role in identifying and targeting students for whom intervention of different forms would be appropriate.
8. Ensure grades and reports are promptly and accurately reported to parents in accordance with the school's assessment, recording and reporting policy.
9. Oversee the relevant data systems, ensuring their maintenance and development and ensure all statutory reporting requirements are met - ensuring in particular the validity and accuracy of the DfE's tables checking process.
10. Responsibility for the creation and submission of the school census to the DfE each term, liaising with relevant staff where appropriate.
11. Provide support to staff (and governors) and audit, develop and deliver data-training programmes for staff where the training need has been identified.
12. Ensure that pupil data provided by external sources (including that relating to prior attainment) is imported, maintained and used as a cross-reference and progress check.
13. Support the leadership team in data meetings with staff and governors.
14. Contribute to special events including organising and managing junior and senior prize-giving, open evenings and admissions testing where required.
15. Monitor and maintain up to date and accurate student and contact data in line with current DfE requirements and data protection legislation. E.g. liaising with LAs and previous schools in a timely manner requesting and inputting data, managing Parent App.
16. Ensure the collection, maintenance, analysis and feedback of other quantitative quality assurance systems: e.g. parents evening surveys, student voice feedback and staff survey.

Main Duties - Systems

1. Manage school data systems and software packages such as Classcharts, SISRA, etc.
2. Provide in-house SIMS/MIS training for new staff and updates for existing staff as required.
3. Plan and implement end-of-year routine processes.
4. Create and run reports using SIMS and other systems as appropriate as required to support the senior team.

Main Duties - Admissions

1. Working with the appropriate member of SLT, lead on the Year 7 and in-year school admissions processes.
2. Manage the registration process for the Year 7 Entrance test.
3. Lead the preparation, planning and the conducting of the entrance examination for entry to Year 7, including working with the SENCO to accommodate candidates with additional needs.

4. Ensure secure storage and management of admissions tests and scripts.
5. Provide support for the leadership team in all aspects of administering admissions according to the admissions code, including monitoring and maintaining waiting lists and arranging testing when required.
6. Provide analysis and presentation of entrance examination results data, including the ranking of students in line with the school's admissions policy.
7. Liaise with the LA admissions team and exam processing company to ensure effective coordination and information sharing.
8. Ensure accurate production and checking of correspondence in relation to admissions, including acting as the school's point of contact for admissions queries and managing the admissions email inbox.
9. Lead the administration of the local authority admissions software.

Curriculum & Timetable

1. Oversee the options processes and ensure that students are assigned to classes, maintaining balanced class sizes.
2. Set up Course Manager to ensure all courses and classes are linked to appropriate qualification aims.
3. Ensure data on sixth form study programmes is accurate and complete to satisfy the needs of the funding arrangements in place, liaising with the Finance Director as required.
4. Provide administrative support to the school timetabler when required.

Other Duties

1. Actively keep abreast of developments related to the role.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time, in consultation with the post-holder.
3. To take reasonable care of the health and safety of self, other persons and resources whilst at work.
4. Provide academic references for students where appropriate.

Review, induction, further training and development

1. To participate in arrangements for further training and professional development as including those needs identified in appraisal objectives or appraisal statements.
2. Keep up to date with role-related national developments in schools and Sixth Form Colleges so that the best practice can be utilised.

Discipline, Health and Safety

1. To safeguard health and safety both on the school premises and when they are engaged in authorised school activities elsewhere.

Staff Meetings

1. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Administration

1. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for teachers.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.