

Job Description: Curriculum Data Manager

Responsible to:	Assistant Head Teacher
Job Type:	Data Manager
Grade:	9
Hours per week:	37 hours
Working weeks:	41
Location	¹ Larkmead

MAIN PURPOSE AND SCOPE OF THE JOB

To provide strategic management of Data, Assessment and the school's Management Information System (MIS) to enable the efficient and effective use of data to raise standards across the school. To provide specialist expertise and data analysis using the school's MIS. To manage and submit required data to the Department of Education (DfE) in relation to the school's census returns to ensure a positive financial impact that guarantees the sustainability of the school. To lead the Data Assistant and prioritise their workload.

DUTIES AND KEY RESPONSIBILITIES

To proactively enable and promote the efficient and effective use of data across the school.

- Meet regularly with the member of the Leadership Team with strategic oversight of the school's data. Discuss and advise on any necessary data requirements and improvements.
- Attend training on all aspects of the job role, following changes to requirements set by the DfE and to ensure all tasks are being performed correctly and efficiently.
- Maintain a good working knowledge of Excel to provide efficient data analysis and reporting.

To be responsible for managing and maintaining all aspects of the school's MIS.

- Plan, manage, create and continuously improve the templates and marksheets in the MIS to ensure that staff have access to the registers, marksheets and student data required to achieve the best outcomes for all students.
- Import and export all Common Transfer Files and Admission Transfer Files for students joining and leaving the school. Co-ordinate with the Office Manager and Admissions Officer to ensure that new students are issued with timetables and that the appropriate members of staff are informed.

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- Strategically develop the use of the school MIS, setting up effective and efficient processes to collect and analyse data, to provide ongoing analysis to the Senior Leadership Team as required, to enable them to put in place appropriate interventions.
- Create the new academic year in the MIS.
- Manage the end of year procedures to ensure all Government regulations are met. Keep up to date with the regulations and advise SLT of the regulations as required.
- Use the MIS to allocate all students to the correct classes for the start of year. Liaise with Heads of Faculty and SLT to collate the information required to ensure all students are correctly allocated and that the pastoral structure and timetable are correctly applied for the start of the new year.
- Provide training on the MIS to members of staff and advise on the best way to use the MIS to meet the requirements of the school.
- Support non-teaching staff in using data systems to improve their productivity both in the short and long term.
- Manage and review the school MIS to ensure it is fit for purpose. Keep up to date with any improvements and to assess and communicate them to the relevant staff.
- Develop existing systems as well as research and investigate other data systems and reporting tools, to improve the productivity, efficiency and the overall effectiveness of the school.
- Collate and report on the Parents' evening data before and following the event.

To manage and coordinate the timely assimilation of data from all staff.

- Manage the tracking system for the reporting of progress to parents, staff and SLT as part of the school assessment cycle and as required.
- Prepare for, open, monitor and check the school's inputted data for each year group at key points throughout the year (tracking rounds).
- Manage and, where necessary, train staff to ensure that tracking data is inputted on time and correctly.
- Prepare tracking reports for the students following each tracking round.
- Prepare data reports and extract relevant information from the MIS, following tracking and as required to ensure data is available in the format needed for all levels of staff and also for reports for the Trust.

Understand, access and export from external data sources in order to keep school data up to date.

- Have knowledge of and download all base-data available on students, including the Pupil Premium and Free School Meal data from the DfE website, and liaise with the Assistant Head to ensure that the data is available to all staff.
- Access effectively and have a good understanding of the DfE data and Fisher Family Trust (FFT) analytics and use these to benchmark against other schools nationally.
- Apply FFT data alongside students' Key Stage 2 results and departments baseline testing to set appropriate targets for all students in the school, ensuring this data is readily available within the MIS.
- Continually maintain the school's system of initial targets and raiseable targets for each student in the school

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To write and maintain the school timetable each year to ensure that it is fit for purpose.

- Manage and utilise the school's timetabling software.
- Create, analyse and report on optimal timetable solutions, liaising with, advising and working alongside the Assistant Headteacher.
- Maintain the timetable throughout the year and offer suggestions for improvements as required.
- Distribute timetables to all affected parties as required.

To manage the Options process each year giving an optimal outcome to as many students as possible whilst working within the school's financial constraints.

- Plan and set up the Option process on the school MIS. Use the Option software to collate all the student choices highlighting any issues to the DoL and Assistant Head.
- Create, analyse and report on appropriate and feasible subject grids, advising the Senior Leadership Team and enabling choices to be made concerning the type and number of option groups to be run in the next academic year.
- Continue to maintain and report on the options database throughout the options process and the year.
- Inform all relevant parties of the final options allocations.

To manage the school census returns to ensure all DfE regulations are met.

- Use knowledge and experience to manage the three school censuses and the school workforce census.
- Attend appropriate training to ensure knowledge concerning all necessary aspects of the school census is kept current.
- Manage the checking process with all relevant members of staff so that the data collected is complete and to ensure that funding is correctly allocated by the DfE.
- Ensure all errors are corrected and advise on how to achieve this. Collate the data and submit the census to meet all DfE deadlines.
- Be the primary contact for the DfE regarding all census returns.
- Manage the addition and updating of sixth form courses that are run by the school on the DfE website to ensure funding conditions are met.
- Be responsible for and manage all sixth form courses within Course Manager in the MIS, ensuring all courses are correctly set up and all students are correctly allocated to these, following enrolment and any subsequent changes, to ensure funding conditions are met.
- Analyse and report on the Education and Skills Funding Agency documents when they are received to ensure there is no shortfall in funding. Investigate any queries regarding funding.

To manage the Data Assistant.

- Line manages the Data Assistant and be responsible for ensuring that the appropriate training is in place to fulfil the role.
- Conduct a performance management review as part of the school's performance management review process.

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General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential /Desirable
Education - GCSE/'A' level or equivalent in English and Mathematics. - Strong literacy and numeracy skills	E
Education Educated to degree level of equivalent	D
Knowledge - Knowledge and understanding of the data requirements of schools including the function of an MIS. - Experience of development, management and operation of computerised administration systems. - Ability to interpret or analyse data and information to make a decision or recommendation. - An in depth understanding of the GDPR regulations and the effective monitoring and reporting associated with those	E
Knowledge - An awareness of the most important recent trends and developments in data management in schools and requirements for data within a school context - Previous experience of a school MIS	D
Experience - Substantial and appropriate data management and analysis experience - Experience of mail merge, formulae, analysis	E
Skills - Accuracy and reliability with data in pressured situations. - Ability to work independently and take responsibility for the completion of a task. - Excellent Excel skills, including the use of 'advanced' Excel formulae. - Excellent organisational and time management skills. Ability to use own initiative. - Excellent interpersonal and the ability to work calmly and deliver in challenging circumstances. - An ability to communicate effectively with a range of audiences, both verbally and written. - An ability to lead and manage others - An ability to listen, reflect and have the capacity to be flexible. - Willingness to learn new skills and support others with these through continued professional development. - Calm flexible and resourceful	E

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