



## Job Description

<b>Post:</b>	Data Manager
<b>Responsible to:</b>	Headteacher
<b>Line managed by:</b>	Deputy Headteacher/MAT Data Manager
<b>Salary scale:</b>	PO1 (£44,997 -45,852 term time plus 2 weeks)
<b>Location:</b>	Haggerston School

### Equal Opportunities

The trust has a strong commitment to achieving the equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

### Job Purpose

To manage the data functions and systems ensuring the effective and efficient provision of services to the whole school. Responsible for the creation and maintenance of an effective school timetable.

### Duties and Responsibilities

#### *Data and Exams*

1. To be in charge of data analysis and produce in-depth, relevant, user-friendly reports to enable the monitoring and tracking of pupil progress and achievement throughout the school.
2. To process projected and target grades for all year groups after each interim assessment and provide RAGGED individual grade sheets as required.
3. To work closely with the Senior Leadership Team and be innovative in creating and developing ways of using data to enhance pupil achievement.
4. To provide training on data interpretation and the understanding of reports as required.
5. To ensure the school meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding pupil achievement and tracking.
6. To lead on data protection/GDPR issues ensuring compliance with relevant legislation and guidance in liaison with the DPO.
7. To be responsible for the school's statutory returns as appropriate to the role.
8. To be the Systems Manager for the school information management system SIMS.
9. To administer the set lists within SIMS maintaining accurate and up to date records.
10. To be the Systems Manager for all third party data analysis systems, including but not limited to DPR and SISRA.
11. To support the creation and maintenance of subject trackers and engagement trackers.

12. To advise the Headteacher and Leadership Group on timetable requirements to enable them to make staffing decisions on the deployment of resources.
13. To compile the school timetable, in liaison with Leadership Group and lead negotiations with Curriculum Leaders.
14. To oversee the school's exams officer ensuring the management and running of all stages and processes in the internal and external administration of school examinations.
15. To provide and present analysis of examination results as required.
16. To develop, maintain, implement and adhere to an exams policy for the school and to manage the exams budget in conjunction with the exams officer.
17. To continually improve and enhance the systems and procedures which are of relevance to this post.
18. To be available in mid-August and September for the publication of external examination results and the subsequent appeals process.
19. To attend the necessary courses relating to examinations, assessment and timetabling and to share this information with appropriate colleagues.
20. To produce the DPR staff and student engagement data for Haggerston School.
21. To Support the MAT Data Manager with Haggerston School data and timetabling tasks.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.