



Job Description

Post	Secondary Data Manager
Details: grade, hours, duration	NJC Grade PO1, SCP 27 - 30 (£39,481 - £42,123 per annum) Actual Salary £33,914 - £36,183 per annum Permanent, 37 hours a week term-time only plus 5 additional days
Responsible to	Director of Secondary Standards
Purpose of the Post	To assist the Senior Leadership Teams and CEO with the management and analysis of assessment and pastoral inclusion data with responsibility for the production of related documents including the use of relevant data management programmes, for example FFT Aspire, ASP, ALPS Connect, L3VA, SMID and the developing use of AI.
Main duties and responsibilities	Data and Analysis <ul style="list-style-type: none">• To create and prepare strategic analysis of academic and inclusion data by schools, year groups, significant groups and teaching groups.• Work closely with the Senior Leadership Teams and CEO in the management and development of school data reporting systems.• Develop, create and maintain systems to provide data to inform colleagues on the performance of teachers, subjects and departments including current trackers for all key stages.• Manage and co-ordinate the collection and collation of all relevant student level progress data generated within school; setting up mark sheets and ensuring deadlines are met.• Using relevant data management programmes, for example SISRA, ALPs Connect and L3VA produce detailed, clear and accurate analysis reports for use by senior staff following grade collections.• Manage the transfer of data between software applications, databases and web-based systems as required ensuring accuracy and security of the data; e.g. Arbor into SISRA and ALPs Connect.• Work closely with the Exams Officers and Cover Managers to ensure all data it is up to date and accurate; e.g. course and group membership.• Use agreed target setting matrix to generate KS4 and KS5 targets for all students; reviewing as required following publication of national performance data.• Contribute to the effective running of the school MIS System and all systems which connect to that data, ensuring consistency, accuracy and timeliness of data input; e.g. input of KS2 and CAT test outcomes and monitoring of DA student numbers.• Use external, national reports, including ASP and IDSR, to produce up to date 3-year outcomes trackers.• Prepare templates and produce current performance reports for parents.



	<ul style="list-style-type: none"> • Responsible for verifying the accuracy of the KS4 and KS5 DfE Checking Tables and for the collation and uploading of evidence for student removal from national performance data • Prepare performance and current data for use in Section 48 and Section 5/8 Ofsted inspections as required by SLT and CEO • Submit data to appropriate third parties including provisional KS4 and KS5 outcomes to Local Authorities and educational media outlets. • Use student behaviour and incidence data to produce reports for use by SLT and Inclusion staff. • Provide training and assistance on the use of data management systems to staff as required. • Provide data and performance related data as and when requested by SLT and other members of staff. <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
<p>Other responsibilities</p>	<ul style="list-style-type: none"> • Contribute to the Catholic ethos of the school. • Comply with the school’s approved policies and procedures. • Participate in and support the school’s performance management process and attend any relevant training. • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. <p>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</p>
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of The Bishop Wheeler Catholic Academy Trust, it must be accepted that, as the Trust’s work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	