

HAMPTON ACADEMIES TRUST: JOB DESCRIPTION

POST TITLE:	Data, Assessment & Cover Manager
GRADE:	8
HOURS OF WORK:	Up to 37 hours per week; TTO + 15 days
RESPONSIBLE TO:	SLT Link
RESPONSIBLE FOR:	Data & Assessment Officers Cover Supervisors

PURPOSE OF THE JOB

To provide strategic and operational leadership for data, assessment, reporting and management information systems at Hampton College.

The postholder will be responsible for the management, development and governance of student data systems, assessment processes, statutory returns, admissions data, reporting, timetable support and stakeholder information, ensuring all information is accurate, timely and compliant with GDPR requirements.

The postholder will oversee the cover requirements of the school, responsible for setting cover on a daily basis and line managing the cover supervisor team.

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Strategic Data Management

- Lead and oversee all assessment, performance and tracking data systems.
- Provide strategic leadership on the management, analysis and development of school performance data.
- Lead the effective use and development of BROMCOM and Classcharts.
- Act as BROMCOM Super User and authorise user access and permissions.
- Manage and support Data & Assessment staff and Cover Supervisors.
- Provide strategic oversight of data management and reporting processes.
- Train and support leaders and staff in the use and interpretation of data systems and software.

Assessment, Attainment and Progress Tracking

- Develop and maintain systems to track student progress and attainment.
- Analyse assessment, curriculum, contextual and examination data.
- Enable monitoring of key student groups, including disadvantaged pupils.
- Implement and maintain procedures for collecting assessment and examination data.
- Support development and implementation of the assessment calendar.
- Collate, analyse and distribute assessment information to stakeholders.
- Support the options process and curriculum planning.
- Interpret and communicate information relating to statutory assessment frameworks and national performance measures.

MIS, BROMCOM and Classcharts Management

- Take responsibility for effective administration and organisation of BROMCOM and Classcharts.
- Develop reports, formulas and system functionality.
- Manage user accounts and permissions.
- Maintain accurate student records.
- Act as first point of contact for MIS-related support.
- Keep staff informed of system developments and changes.
- Administer online reporting systems for parents.
- Undertake training and maintain up-to-date knowledge of system developments.
- Lead implementation and development projects.

Student Information and Database Management

- Manage student data including:
 - Personal details
 - SEND information
 - Attainment data
 - Behaviour records
 - Demographic information
 - Produce student reports.
- Manage transition data from feeder schools.
- Manage student data transfers for sixth form provision.
- Maintain data for critical incident planning.
- Maintain data accuracy across all reporting systems.
- Manage and update data within FFT, 4Matrix, ALPS, CATs and NGRT platforms
- Maintain behaviour and rewards information systems.

Data Analysis and Reporting

- Create and present analysis by key stage, cohort and student groups.
- Generate value-added and performance reports for SLT, faculties and teachers.
- Produce reports required for planning and statutory purposes.
- Provide information to parents, students and other stakeholders.
- Analyse complex datasets and provide strategic information for school improvement.

Statutory Returns and Compliance

- Hold overall responsibility for the timely and accurate submission of statutory returns.
- Ensure data quality and compliance across systems.
- Ensure compliance with GDPR and data protection requirements.

Admissions, Appeals and Student Transfer Processes

- Administer admissions procedures with the Local Authority.
- Maintain and publish Admissions Policy documentation.
- Support administration of appeals processes.
- Produce admissions and appeals statistics.
- Ensure effective management of intake and transition arrangements.

Timetabling and Curriculum Support

- Support timetable administration.
- Process timetable changes.
- Produce and maintain class lists.
- Support curriculum option processes and option blocking.

Sixth Form and Trust-Wide Responsibilities

- Work with Post-16 leaders to ensure consistency in assessment and reporting.

Examination and Results Support

- Work with the Senior Exams Officer to ensure examination systems are current.
- Prepare external examination results for publication and reporting.
- Support post-results analysis activities.

Cover Management

- Manage the arrangement for Staff Cover, using BROMCOM and liaising with the HR department to ensure the effective recording of staff absences.
- Line manage the cover supervisor team.

Other Responsibilities

- Maintain confidentiality and data security.
- Comply with GDPR and safeguarding requirements.
- Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities.
- Motivate and develop your team and support their continued professional development.
- Establish and maintain good relationships with all stakeholders in order to promote the objectives of the school.
- Undertake any other duties consistent with the post as directed by the SLT link or the Head of School.

GENERAL NOTES

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Person Specification

Post Title: Data, Assessment & Cover Manager

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	▪ Relevant professional qualifications; ▪ Demonstrable CPD; ▪ Educated to A-Level standard or equivalent	▪ Educated to degree level
<u>Experience</u>	▪ At least 3 years' experience in a similar role, working with systems and data. ▪ Experience of analysing complex data ▪ Knowledge of sourcing, inputting and analysing data. ▪ Advanced Knowledge of using Excel to a high level to manipulate and present data.	▪ Knowledge of the use of data within in a school context. ▪ Experience of using school related MIS or data base administration.
<u>Knowledge, Skills & Understanding</u>	▪ Ability to understand complex information with a number of elements and to be able to exercise skill in conveying and applying this information. ▪ An understanding of complete confidentiality that comes with being a School System Manager. A robust knowledge of Data protection and GDPR. ▪ Excellent interpersonal skills with the ability to communicate effectively complicated or sensitive information with a range of audiences. ▪ Excellent verbal and written communication skills. ▪ Excellent ICT skills using a range of software packages. ▪ Excellent organisational skills and the ability to continuously prioritise own workload as well as the workload of others. Ability to re-organise resources as required. ▪ Strong negotiation skills.	
<u>Abilities</u>	▪ High levels of flexibility and resilience required to manage a range of work-related pressures, to include working to tight/strict deadlines, ability to	

	manage conflicting demands alongside interruptions and changing priorities. ▪ Ability to undertake prolonged periods of concentrated attention as required when working with large amounts of data and information. ▪ Ability to work effectively with a range of stakeholders including senior leaders, middle managers and external consultants. ▪ Ability to think strategically and influence at all levels within and outside the organisation. ▪ Ability to motivate self and others. ▪ Ability to produce a range of reports and statistical information. ▪ Ability to work as part of a team.	
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