



**Job description for JMF6 Data Manager
Grade 8**

Hours: 21 hours per week, working their time evenly split between Fitzharrys School and John Mason School
In addition, there are 5 working days over the summer to process A level results, and to support with admissions following GCSE results

JOB DESCRIPTION: JMF6 Data Manager

JOB PURPOSE: To support teaching and learning by providing high quality administrative support as part of the Admin Team and the Data team.

MAJOR AREAS OF RESPONSIBILITY:

- A. Data management for the sixth form
- B. Use of Bromcom/MIS and all JMF6 databases and systems for the sixth form (SISRA/ALPS/Unifrog/Compass+/ UCAS/ Google classrooms)
- C. Attendance analysis

KEY TASKS:

- A.
 - 1. Develop and improve systems which enable student data to impact positively on teaching and learning.
 - 2. Keep abreast of the latest research pertinent to school data including attending relevant meetings and courses.
 - 3. Produce analyses, reports, data summaries and presentations as required for all stakeholders of JMF6, ensuring that analysis is of a high standard.
 - 4. Undertake the necessary data manipulation and analysis required to set targets for the JMF6 and for individual students.
 - 5. Co-ordinate post-16 data collection for each monitoring point and liaise with the data managers at each school to ensure accuracy of data.
 - 6. Oversee the production and distribution of progress check reports and annual reports.
 - 7. Upload data from target setting, progress checks and examinations onto SISRA to allow timely and efficient analysis of data by staff.
 - 8. Support teachers with reviews of progress check and exams data, as required.
 - 9. Work with the Assistant Heads with responsibility for assessment and achievement at each school to set clear and workable deadlines for data collection and reports.
 - 10. Liaise with the Assistant Head – Director of JMF6, to allocate students to classes at the start of the academic year and create and maintain the class lists on Bromcom.
 - 11. Be responsible for the submission of returns to external agencies, e.g. local authority, Department for Education.
 - 12. Oversee the reporting of student data to parents.
 - 13. Undertake data transfers and shares from Bromcom to other JMF6 data systems including: Unifrog, Google Classrooms, Compass+ and UCAS
 - 14. Analysis of data from stakeholder surveys
 - 15. Analysis of public examination results including comparisons to national datasets.

B.

1. Evaluate the use of SISRA/ALPS/SMID and Bromcom and research new opportunities for effective use of data within JMF6.
2. Take the lead role in the development, maintenance and management of the Bromcom student database. Supervise the inputting of student data to ensure accuracy.
3. Train, advise and support staff in the use of Bromcom and SISRA and help to develop their data handling skills with regard JMF6. Work with key users to maximise the user experience of Bromcom.
4. Keep up to date with developments relating to Bromcom and SISRA and communicate to the relevant staff. Attend user group meetings.
5. Ensure that student data is efficiently processed using the most effective systems and that data is accurate and complete.
6. Liaise with the Exams Officers, post-16 Administrator and consortium data manager to ensure that Bromcom is up to date.
7. Produce and submit Local Authority and DfE data returns (including the contributions to the School Census).
8. Work with the Strategic ICT team and Network Manager to partake in the ongoing integration of Bromcom and SISRA into the schools ICT development plan.
9. Create and maintain SISRA user accounts.

C.

1. Producing weekly tracker for tutors and termly attendance reports, including data dashboard completion for 6th form leaders and Governors
2. Liaising with tutors and staff around attendance concerns.

OUTCOMES

The outcomes that are associated with this role are to work as part of the JMF6 team who:

- Are consistent in their practice
- Share good practice with other team members
- Act as role models for all

The outcomes associated with the specific role are:

- Effective communication
- A proactive approach to meeting the needs of stakeholders
- An individual and team belief in continuous improvement that is evidenced through a proactive approach
- Planned and coordinated work schedules
- An ethos where problems are minimised
- Effective teamwork where everyone is treated with dignity and respect
- An understanding of impactful data use

ACCOUNTABILITY:

This role is line managed by the Assistant Head, Director of Sixth Form.

In addition, the post holder will work with the Assistant Headteachers from both Fitzharrys School and John Mason School, who have responsibility for attainment and achievement.

Safeguarding

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy.
- Display commitment to the protection and safeguarding of children and young people.

- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy.
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes.
- Comply with safeguarding training expectations.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School and John Mason School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: