

JOB DESCRIPTION

Post Title	Data, Timetabling and Assessment Manager
GRADE	Grade 7 – Full Time All Year round Salary: £32,798 - £39,571 per annum pro rata;
HOURS	Full time, 37 hours per week 8:00 a.m. – 4:00 p.m. Mon – Thurs inclusive & 8:00 – 3:30 on Friday (30-minute unpaid lunch break daily)

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people, vulnerable adults and expects our staff and volunteers to share this commitment.

Job Purpose:

- To manage and maintain the school's course information, assessment, reporting and analysis systems in order to make a significant contribution to the successful and productive delivery of teaching and learning
- To provide a comprehensive support to the Senior Leadership Team in relation to the administration and maintenance of the School's MIS systems (currently SIMS but due to be replaced during academic year 22/23 for academic 23/24). The school also uses Excel, SISRA, Satchel One, CPOMS).
- Lead, manage, maintain and implement termly school census returns to the DFE/Local Authority and other statutory data returns as required.
- Day to day management of the school timetable, to assist with the construction of the timetable and then to be responsible for ongoing maintenance and any rescheduling as required.
- To liaise with key staff in order to maintain accurate pupil data, ensuring that the information kept is complete, accurate and confidential.
- To provide comprehensive support to the Assistant Head (Data) in the maintenance and production of pupil timetables
- To provide a comprehensive support to the Senior Leadership Team in the School Admissions Processes
- To comply with and assist with the development and implementation of policies and procedures relating to GDPR
- To be responsible for the line management and supervision of an agreed team of support staff.

Specific Duties and Responsibilities

Management of Data

1. To ensure that the school has effective and efficient assessment, reporting and analysis provision.
2. To develop assessment processes and data analysis at the school.
3. To develop and promote the use of SIMs (or SIMS replacement MIS) and Excel to analyse and process internal and external data.
4. To develop computerised pupil data modelling, through the use of different modules and packages; for example, Assessment Manager, Exam Manager, ParentPay, Excel, SISRA and internet sources.
5. In response to requests from the Leadership Team, initiate appropriate reviews of policies and activities within the school relating to assessment.
6. To provide class, department and school results and value-added reports as requested.
7. To manage the data provided to the teaching staff and ensure it is available in an efficient and user-friendly fashion.
8. To ensure that pupil academic data is entered accurately and on time into SIMS and regularly updated in line with school policy. To ensure that regular audits for accuracy are carried out.
9. To produce reports on individual/group/year performance for the Leadership Team, department and Subject Leaders, teaching staff, admin team, parents and governors as required.
10. Design and set up report cycle templates for data collection and analysis of data in addition to creating templates for each reporting session.
11. To ensure pupil reports are distributed to parents
12. To create/maintain SIMS templates, grade sets, mark sheets and report templates, etc.
13. To produce targets for all pupils in liaison with the Leadership Team.
14. To respond to developments relating to new SIMS modules and other packages, ensuring that these are implemented within the school's approach.
15. To maintain the confidentiality of individual pupil data as appropriate and ensure security of both internal and external data sources.
16. To provide management information to various stakeholders such as parents, the Local Governing Body, the Head of School and the Leadership Team as required.
17. To investigate and utilise the most appropriate system of presenting this information using various IT packages.
18. To analyse Post 16 and GCSE results to provide detailed statistical analysis to the Sixth Form Management Team, Member of the Leadership Team in charge of assessment data and the rest of the Leadership Team before the Pupil Results Days.

Timetable

1. To produce the school timetable working with the Leadership team as required using SIMS based packages such as Nova T6 and assessment manager. (or alternative MIS system)
2. To complete pupil tagging to classes to ensure timetables can be printed correctly.
3. To produce a staffing curriculum balance sheet for every new academic year (reviewing and updating it as necessary).
4. To advise updated staffing structures as required for incoming/expected cohorts allowing suitable time for advertising of additional teaching posts if required.
5. To analyse pupil option numbers to determine set sizes.
6. To compile option blocks on the new timetable.
7. To use Nova T6 to construct the new timetable and ensure effective staffing loads.
8. To manage teaching and timetabling information and migration of existing records to new year groups working with the Assistant Head (Date)
9. Manage the annual rollover process

10. Set up the registration cycles at the beginning of each academic year
11. To maintain and update Nova T6 throughout the academic year.
12. Use and maintain the course manager protocols for accuracy, timeliness and efficiency.

Curriculum Support

1. Support the Assistant Head Teacher (Data) with the production and daily maintenance of the school timetable with responsibility for room changes/staff changes and for making in-year teaching group changes and the production of class lists in SIMS
2. Work with the head of School, deputy Head of School, Assistant Head Teacher/s to coordinate the allocation of Year 9 and Sixth Form option choices.
3. Create the pastoral structure and promote pupils into the new curriculum year; allocating pupils to correct sets, memberships, mentors (form tutors), and intervention groups in conjunction with Leadership and middle leaders

School Admissions & Leavers

Manage and coordinate the administration processes of School admissions under the direction of the Senior Leadership team. This process includes, but is not limited to:

1. Maintain the in-year waiting list and update and liaise with the Coventry Admissions team as required on applications received and outcomes.
2. Liaise with Coventry Admissions on Fair Access Protocol (FAP) and Appeals
3. Annual review of admission packs for new pupils
4. Administer the admission process for Year 7 and entry with Head of Year 7
5. Prepare the Admissions+ software for Year 7 intake with confirmed places from Coventry Admissions Team
6. Administer the in-year admissions for all year groups across the academy liaising with Senior Leaders, APPL's (Heads of Year) and Heads of Departments to generate pupil timetables.
7. Coordinate the admission process with, school reception, ICT support, and the KMAT Finance team with setting up new pupil accounts.
8. Liaise with pupil/pupil's former school, to request pupil data, pupil records and CTFs for the transition and transfer process, including guest and supported transfer pupils
9. Undertake the transfer of pupils in and out of the MIS system liaising with other schools and third-party organisations as required.
10. To ensure pupils have been admitted on roll at the receiving school and make a leaver at their previous school.
11. To ensure the correct processes for pupils leaving Westwood are implemented in a timely and efficient manner and the pupil MIS database accurately reflects the school's cohort of pupils.

Additional

1. Liaise with the ICT Support staff regarding all technical aspects of the schools chosen MIS system/s.
2. In conjunction with ICT support staff assist with the implementation of new systems and/or modules, upgrades, maintaining users and accounts,
3. Assist with training staff as and when required
4. Assist the Examination Officer and the Leadership Team as required

GDPR

- Under the direction of the local KMAT Lead for GDPR, monitor compliance with current data protection law. Over-seeing the school's data protection processes and advise the school on best practice.
- To act as the School's Local Data Champion and contact for the Warwickshire DPO service (or alternative DPO).

- To maintain and update the GDPRis software as required, to report data breaches as required etc.
- To advise Leadership on any new software applications that require pupil data in consultation with the DPO
- Coordinate any applications that require access to school data and advise school Leadership on requests after consultation with the DPO / GDPRis
- Ensure that the school is working in accordance to its Data Protection Policy assuring compliance with data mapping, data impact risk assessments, privacy notices and subject access requests
- Ensure the careful, confidential and secure handling and processing of information
- Work with the local KMAT Lead for GDPR to ensure that staff are compliant in their use of data following the relevant school policies and procedures
- Work with the local KMAT Lead for GDPR to ensure the following KMAT policies are implemented, distributed and uploaded to the school website
 - Data Protection
 - Privacy Notices – Parent/Pupil & Staff

Supporting the School/General Requirements

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Participate in the KMAT Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Kenilworth Multi Academy Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- Demonstrate awareness of the KMAT/school's educational and behavioural policies for developing pupils.
- Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.
- Demonstrate a record of excellent attendance and punctuality.
- Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals
- Attend Open Evening/Open Days and other school events as required (for additional pay or TOIL)

As and when required;

To undertake duties as a support staff invigilator during school examinations.

To act as a reader / writer for SEND pupils during school examinations (training will be provided).

This is a general description of the main duties and responsibilities of the post at the date of production.

Duties may change over time as requirements and circumstances change.

Other duties may also be required from time to time.

All successful candidates will be required to complete an enhanced DBS check prior to employment.

Person Specification

<u>Attribute</u>	<u>Job Requirement</u>	<u>Measurement</u>
<u>Knowledge</u>	Data protection and confidentiality in data handling A thorough understanding of structure and organisation of SIMS/SISRA or similar school data systems Understand the working environment of an educational establishment An understanding of statistical data analysis Experience with the use of complex ICT systems	Essential Desirable Desirable Essential Essential
<u>Skills and Abilities</u>	Highly competent in data analysis Excellent skills in MS Office, in particular Excel and other databases Excellent numeracy and statistical skills Excellent communication skills both written and verbal A high level of competence in using ICT and advanced skills in manipulation of data for reporting and presentations To present information in a logical, clear and concise format Remain calm and focussed under pressure and cope with interruptions Adapt, work and train in new technologies or new equipment as may be required Work accurately and flexibly under time pressure Team working and people management skills	Essential Essential Essential Essential Essential Essential Essential Essential Essential
<u>Qualifications</u>	GCSE English & Mathematics (or Equivalent) – Grade C or above A Level Mathematics A degree in a related subject, for example; Maths, Statistics, Business	Essential Desirable Desirable
<u>Experience</u>	Using SIMS modules/ or similar school MIS Working in an educational/school environment Experience of preparing reports that interpret results and trends Knowledge and experience of working with Post 16 data	Desirable Desirable Essential Desirable
<u>Special Requirements</u>	This post is exempt from the provision of Rehabilitation of Offender's Act 1974. A criminal records bureau clearance will be required prior to appointment.	Essential

June 2022