

WHITLEY ACADEMY

JOB DESCRIPTION

Job Title:	Data Manager (Including Timetabling)
Grade:	Grade 6 (£27,041 - £32,910 FTE) (Actual £23,361 - £27,809)
Hours:	37 hours per week. Term Time only plus training days plus one week

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.

Day-to-day management of the school timetable, to assist with the construction of the timetable and then be responsible for ongoing maintenance and any rescheduling necessary.

To be responsible for the line management and supervision of a small team of IT support staff.

DUTIES AND RESPONSIBILITIES

Data

- To ensure that the school has effective and efficient assessment, reporting and analysis provision.
- To develop assessment processes and data analysis at the school.
- To develop and promote the use of SIMs and Excel to analyse and process internal and external data.
- To develop computerised student data modelling, through the use of different modules and packages such as Assessment Manager, Exam Manager, Excel, ASP, 4Matrix and internet sources.
- In response to requests from the Leadership Team, initiate appropriate reviews of policies and activities within the school relating to assessment.
- To provide class, department and school results and value-added reports as requested.
- To manage the data provided to the teaching staff and ensure it is available in an efficient and user-friendly fashion.
- To ensure that student 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.
- To produce reports on individual/group/year performance for the Leadership Team, Subject Leaders, teaching staff, admin team, parents and governors as required.
- To create/maintain SIMS templates, grade sets, mark sheets and report templates, etc.
- To produce targets for all students in liaison with the Leadership Team.



- To respond to developments relating to new SIMS modules and other packages, ensuring that these are implemented within the school's approach.
- To maintain the confidentiality of individual student data as appropriate and ensure security of both internal and external data sources.
- To provide management information to various stakeholders such as parents, the Governors, the Headteacher and the Leadership Team as required.
- To investigate and utilise the most appropriate system of presenting this information using various IT packages.
- 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 Student Results Days.

Timetable

- To produce the school timetable working with the Leadership team as required using SIMS based packages such as Nova T6 and assessment manager.
- To complete student tagging to classes to ensure timetables can be printed correctly.
- To produce a staffing curriculum balance sheet for every new academic year (reviewing and updating it as necessary).
- To analyse student option numbers to determine set sizes.
- To compile option blocks on the new timetable.
- To use Nova T to construct the new timetable and ensure effective staffing loads.
- To maintain and update Nova T throughout the academic year.

GENERAL

The post-holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy, Health and Safety Policy and to ensure that all duties which include the processing of any personal data are undertaken in accordance within the General Data Protection Regulation (Data Protection Act 2018).

The post-holder should have knowledge of and compliance with all other relevant school policies and procedures.

The post-holder will participate in the school's performance management process as it is applied for all staff.

The post-holder will undertake training as required to fulfil the duties of the post.

The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

Coronavirus (COVID-19): keeping children safe online - GOV.UK (www.gov.uk)



This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

