



**The Hesse Academy  
Job Description**

<b>Post Title:</b>	Data Manager
<b>Responsible To:</b>	Assistant Headteacher – Standards
<b>Scale Point:</b>	SCP28
<b>Hours of Work:</b>	37 hours per week
<b>Contracted Days:</b>	Term time plus 30 days
<b>Home School:</b>	Hesse High School & Sixth Form College

**Main purpose of the post:**

To work in a central role in the school, developing and maintaining a single-entry school data base which will serve the needs of all school processes. The postholder is responsible for managing the planning, collection, recording and reporting of all school data in an accurate and timely manner, to ensure all school statutory and non-statutory requirements are met.

**Specific duties:**

1. Maintenance of NovaT/SIMS to ensure clean data, ensuring all housekeeping procedures are up-to-date to ensure maximum efficiency of systems
2. Support for Leadership Team with student/timetable data including
  - Nova-T – The setting-up of the structure and the maintenance of the school timetable.
  - SIMS Options – inputting of student choices and export of data to inform school timetable
  - Collation of prior attainment data from feeder schools to inform group setting and timetabling
3. Management of Assessment Manager, under the direction of the Leadership Team
  - Management of data entry ensuring highest level of accuracy at all times
  - Creating and managing strategic and operational data analysis systems to support in-depth analysis of individual teacher, subject and subject area performance as part of the whole school self-evaluation process
  - Setting up of input marksheets, improving and developing as required to meet increasing demands
  - Setting up of school attainment targets from base data, maintaining awareness in relation to Government guidance, requirements and good practice in relation to target setting, the effective use of data and data security
  - Creating and developing systems to track and report specific student achievement, ensuring clear, concise, accurate and timely information is provided
  - Identifying specific groups (e.g. FSM, SEND, EAL, etc.) for targeting to ensure appropriate support is provided to maximise standards of performance
4. Management of SISRA, under the direction of the Leadership Team
  - Uploading of all tracking information in years 10/11, to allow Leadership Team and SLs to analyse and display student achievement in the context of individual, subject, teaching and target groups.

- 5 Production of Data Summary Sheets
  - Annually, to design and produce detailed data summary sheets for all teaching groups across the High School and Sixth Form College to inform teacher planning and teaching
  - Throughout the year, ensure that DSS are kept up to date in light of changes to groups and year groups
6. Production of Data Analysis Reports
  - As required by Leadership Team, the provision of reports to Governors and external agencies giving detailed analysis of the school's performance
  - Production of HL and SL Student Progress Trackers (SPTs) to allow analysis of all achievement, behaviour and attendance issues
7. Management of School Reports
  - Generate Termly Reports to Parents for all year groups, incorporating data from a range of sources, reviewing requirements and content on an annual basis and ensuring deadlines set for completion are adhered to.
  - Generate and submit the student census
8. Responsible for the accurate extraction of school data and the production of reports for SLT, from the following external sources, to inform strategies for improvement.
  - Key2success
  - Fischer Family Trust
  - ALPS
  - L3VA
9. Collaborating with the Exams Officer to co-ordinate the integration of examinations results into SIMS and SISRA
  - Produce the annual Examinations Results summary sheet
  - Collating and analysing data from all external exam boards
  - Producing headline data for publication to LA, TCAT, media and SISRA Collaboration
10. In relation to all above applications
  - Develop and lead training for teaching and support staff, to ensure use of data in all school processes is accurate, providing user guides to staff as appropriate.
  - Make recommendations to SLT regarding improvements to the methods and processes used in the school for data analysis and application.
  - Overview the day-to-day organisation of the school attendance systems, providing support and guidance to Attendance Clerks.
11. Support with the administration of Absence Cover when necessary to support the smooth daily running of the school
12. Any other duties which reasonably corresponds to the general character of this post and level of responsibility.

### **Expectations**

The Hessle Academy has high expectations of all its employees to ensure that they provide a professional service to our young people and the community of Hessle and beyond.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

**As a member of staff of The Consortium Academy Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to Restorative Practices
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Trust Schools
- Contribute to systems of evaluation and performance of the organisation positively.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees of The Consortium Academy Trust will be expected to comply with the DPA when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required.