

JOB DESCRIPTION

Name:

Post: Data, Assessment and Examinations Manager

Grade: NJC SCP 26 – 28 £29,636 to £31,371

Purpose of the Post

Post Title:	Data, Assessment and Examinations Manager
Purpose:	Provide the School with effective support by carrying out a range of information management functions to enhance learning and teaching through the effective analysis, manipulation, monitoring and utilisation of information and data. The postholder will ensure that the School has accurate and high quality core data.
Reporting to:	Business Manager
Responsible for:	<ol style="list-style-type: none"> 1. Leading a team to develop and manage all aspects of the Schools Information Management System (SIMS). 2. Creating and managing the development of strategic and operational data analysis systems to support in depth analysis of individual teacher, subject and curriculum performance as part of the whole school self-review. 3. Providing appropriate data which allows precise target setting, assessment and recording. 4. Leading and developing a SIMS training programme for staff and relevant stakeholders, identifying strengths, weaknesses and priorities for improvement in order to help raise standards. 5. Ensuring that all external data returns are completed accurately and punctually. 6. Planning, developing, designing, organising, monitoring and evaluating of examination processes.
Working Time:	Full-time, all year round
MAIN (CORE) DUTIES	
SIMs:	<ol style="list-style-type: none"> 1. Responsible for all operational aspects of SIMs including the management, maintenance, usage and setup of all modules including end of year procedures. 2. Act as 1st line support to troubleshoot issues to do with the SIMS and the use of it. Acting as the primary contact with the Managed Service and Capita, in relation to any unresolved SIMS related issues 3. Maintain users and user accounts including access rights and permissions. 4. Undertake quality assurance methods to ensure the integrity of the data at all times 5. Monitor the effectiveness of the SIMS implementation and usage, and feedback findings to inform planning. 6. Liaise with relevant staff affected by SIMS updates or developments so these updates can be used effectively. 7. Lead a team of key SIMS users to develop their understanding and experiences of the relevant SIMS modules, including assessment

	<p>manager, examinations and cover in order to maximize efficiency.</p> <ol style="list-style-type: none"> 8. Plan, coordinate and conduct SIMS specific training for teaching and support staff. 9. Support with the creation of reports that will provide regular, and useful, documents to inform other parties within all modules of SIMS as required. 10. Responsible for overseeing the production of statutory returns to the LA and DfE as required.
Student Attainment	<ol style="list-style-type: none"> 1. Lead on the management and maintenance of the Assessment Manager package to record and analyse pupil performance data 2. Import and export, recording and analysis of pupil attainment data. 3. Ensure that systems and procedures are set up to allow the smooth downloading of external exam/module results and that these are collated, up to date, accurate and accessible. 4. Be present and available in School on the days when external results are notified and to ensure the smooth running of results days. 5. Research and prepare for the Leadership Team, Governors, LA and others reports on the performance of different groups of students through internal and external assessment and to contribute through these reports to School self-evaluation. 6. Responsible for the preparation of examination results and self-evaluation data as required, assisting in the process for analysis. 7. Ensure the regular quality assurance of pupil attainment data. 8. Ensure that the pupil data provided by external sources is imported and maintained.
Data: Reporting and Maintenance	<ol style="list-style-type: none"> 1. Ensure effective delivery of the School data system and be the first point of contact for the School on matters relating to this service. 2. Act as Leadership support for the Data and Performance Team and ensure that their work is quality assured and accurate. 3. Responsible for overseeing the implementation of any new developments relating to the Management Information Systems and School's data support. 4. Provide data analysis and information reports as part of the School's internal Quality Assurance procedures. 5. Carry out regular analysis and quality control checks on all data. 6. Support in the preparation of OfSTED data requirements. 7. Carry out all work involved with creating the School statutory returns including School Census, DfE tables-checking and other returns, ensuring the accuracy and validity of all data. 8. Create and ensure secure transmission of common transfer files. 9. Prepare appropriate reports for the Local Authority, Leadership Team and Middle Leaders on the performance of students and staff. 10. Develop, implement and monitor the School's Assessment Recording and Reporting Policy. 11. Maintain RAISEonline data and provide information to School staff in order to analyse performance and increase the effectiveness of teaching and learning.
Specific Responsibilities: Attendance	<p>The School uses SIMs lesson monitor to register students for all sessions and to identify patterns in attendance or absence. The role of the Data, Assessment and Examinations Manager will be to support the administration staff and the Assistant Headteacher, with responsibility for attendance, to develop a</p>

	regular reporting process on attendance statistics and trends, to inform staff, governors and the Family Liaison Officers.
Specific Responsibilities: Assessment	The School wishes to further develop its utilisation of Assessment Manager. This package is at the heart of the School's strategy for monitoring achievement and raising standards. All data relating to student performance is held within this module and a key role of the Data, Assessment and Examinations Manager will be to accurately maintain and develop this still further. This includes the design and maintenance of all templates and ensure that staff complete their data input in accordance with calendared deadlines.
Specific Responsibilities: Reporting	Assessment Manager is used to produce all reports for parents regarding student performance. Progress profiles are written three times per year for each year group and a full report with comments and targets for improvement is collated once per year for each year group as set out in the School Calendar. In conjunction with the Assistant Headteacher, the Data, Assessment and Examinations Manager is responsible for ensuring the smooth running of this process and for ensuring that reports are accurate, error free and uploaded to the individual students.
Specific Responsibilities: Learning Platform	The Learning Platform is the primary method of communicating attainment data and reports to parents. The Data and Assessment Manager is responsible for ensuring that the data inputted by staff is live for parents to view and that this is maintained on a regular basis for all year groups. As this area is developed further the role will include making this facility available to students and also reporting behavioural information for parents. As the School develops this area the Assessment and Data Manager will be responsible that the Learning Platform integrates into it.
Specific Responsibilities: Student / Staff information	The School recognises that keeping pupil and staff data up to date is essential for the effective running of the School, and we have established a normal practice of sending out data checks to parents / staff. The Data, Assessment and Examinations Manager is responsible for ensuring the accuracy of this data, in conjunction with the school admin team.
Specific Responsibilities: Cover	The Data, Assessment and Examinations Manager has line management responsibility for the member of the team who deals with the day to day of absent staff. This includes ensuring that cover is effectively provided.
Specific Responsibilities: Timetable	The Assistant Headteacher (Curriculum) is responsible for the creation of the School timetable in preparation for each academic year. The Data, Assessment and Examinations Manager ensures that end of year procedures are undertaken so that the year gets off to a smooth and trouble free start.
Specific Responsibilities: Exams	<ol style="list-style-type: none"> 1. Support pupils' examination preparation by providing, timely and accurate information on dates/times/seating numbers etc. 2. Produce relevant examination calendar(s) for internal and

	<p>external examinations, disseminating to all relevant staff, pupils and their parents.</p> <ol style="list-style-type: none"> 3. Book, organise, prepare and produce seating plans for examination venues, liaising with other colleagues where required. 4. Lead a team of examination invigilators, contributing to their training and development needs. 5. Organise appropriate levels of examination invigilation to ensure the number present is in accordance with the regulations laid down by examination boards. 6. Organise and manage the storage of confidential examinations material. 7. Liaise with Middle Leaders to ensure all examination entries for all candidates are complete, accurate and timely. 8. Analyse and evaluate data/information and produce reports/information/data as required by and in appropriate formats for all stakeholders. 9. Responsible for a budget of circa. £200k, ensuring best value is achieved and checking all examination fees and charges from each examination board. 10. Deal with general correspondence and enquiries in connection, specifically: <ol style="list-style-type: none"> a. manage the process of downloading and distributing examination results and certificates, at all Key Stages, to pupils and staff throughout the year. 11. In accordance with the service standards respond to enquiries, both verbal and/or in writing, from a wide range of contacts. 12. Manage the upkeep of manual records and the inputting of computerised records and filing systems, specifically: <ol style="list-style-type: none"> a. communicate with candidates regarding personal details for exam entry, and b. organise, enter and confirm exam entries on behalf of the School. 13. Complete forms, returns, documentation etc, including those to outside agencies. 14. Identify all clashes in examination timetables and make appropriate provision for pupils. 15. Keep up to date with examination requirements and ensure that all parties are fully informed of dates, changes in examination procedures, entries, results and the rules of conduct for examinations. 16. Issue all students with their entry slips and making any necessary corrections. 17. Supply all the necessary stationery and materials related to the smooth running of the examination system. 18. Deal with special considerations and any other requirements related to the smooth running of the examination system, liaising with colleagues as and when required. 19. Attend results days.
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	<ol style="list-style-type: none"> 20. Arrange re-marks reports and queries about exam results from the examination boards. 21. Support the Principal with analysis of examination results. 22. Check statistical data related to all entries. 23. Ensure all necessary certification is dealt with in the timescales set by the boards and implemented by the centre. 24. Liaise with the Business Manager with regard to the planning and management of the budget for examinations. 25. Assist with other tasks as and when required in line with the general level of responsibility of the post.
Specific Responsibilities: Returns	The Data, Assessment and Examinations Manager is required to use SIMS to complete the returns to the DfE and other bodies and for ensuring the accuracy of the information.
Other Specific Duties:	<ol style="list-style-type: none"> 1. Play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. 2. Lead staff training programmes and CPD on data usage and data management. 3. Attend necessary training to keep abreast of SIMS system and data management developments, to ensure School systems are up to date and functioning efficiently. 4. To participate in all aspects of training and development. 5. Comply with the Council's/School's Health and Safety Policy and associated safe working procedures and guidelines. 6. Communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required. 7. Comply with the Council's/School's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post. 8. Responsible for the implementation of the Council's/School's Human Resource policies and procedures including Employee Relations, within the remit of the post. 9. Comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post. <p>This post is subject to Disclosure. Responsible for safeguarding and promoting the welfare of children.</p> <p>The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder at the appropriate time.</p>

Date prepared: June 2017