



JOB DESCRIPTION: Whole School Support Staff

Job Title: Data Manager; Data Protection Officer

Grade/Salary Range/Hours: Grade H/WBC Spinal Points 23-29, 37 hours per week (all year)

Report to: Deputy Headteacher

Job Purpose: The Data Manager will:

- ensure that assessment processes support effective teaching and learning, providing achievement data to guide teachers in planning effectively for individual student needs;
- working with other members of the Data Service Team and senior leaders, develop and maintain a whole school strategy on assessment, recording and reporting;
- provide whole school data on value added performance of individual teachers, subjects and departments, to support strategic school improvement;
- take a leading, expert role as Data Manager in developing the school's specific processes in the following areas: school census and statistical returns; SEND, Pupil Premium and FSM data, attendance, behaviour data;
- manage SIMs (or any future replacement MIS) for the whole school;
- line manage the school's Data Service Team;
- act as the school's Data Protection Officer.

Teaching and Learning

- To develop, monitor and maintain the school's assessment, recording and reporting system, thus providing parents with accurate achievement data on a regular basis.
- To work with other members of the Data Service Team to produce in depth analysis of individual student, subject and curriculum performance.

Assessment and Recording

- To jointly develop (with the Data Service Team and senior leaders) a long-term strategy for assessment, recording and reporting that improves standards of teaching and learning in the classroom.
- To establish and implement key processes for all assessment, recording, school reports, target setting and systems.
- To produce accurate achievement data (through the school's MIS) about the value-added performance of individual teachers, subjects and departments.
- To provide timely and useful data on student behaviour and attendance, to support departments and pastoral teams.

Student personal development and well-being

- To ensure that all members of the Data Service Team follow the national policy on safeguarding, thus ensuring that students are healthy and safe at school.
- To promote the school's inclusion policy by supporting students in their learning and personal development, removing barriers to achievement.

Curriculum

- To keep up to date with national developments in curriculum design and pedagogy, in order to more effectively support teachers in their work.

Management of Staff

- To line manage the Data Service Team, meeting with them on a regular basis to ensure that the team is working effectively in an operational and strategic way.
- To take a leading role in coordinating training requirements across the team.
- To complete annual appraisal and review meetings with members of the Data Service Team.
- To manage annual leave for staff in the Data Service Team, thus ensuring continuity of service during term time and school holidays.
- To plan and deliver MIS training, 4Matrix and other data training for teaching and support staff, including, where appropriate, publishing training notes.

Management of Resources

- To manage system permissions, ensuring that all staff have the correct access to the information management systems.
- To administer student registration group and set movements within the school's MIS as necessary.
- To promote students into a new academic year structure.
- To support with the cover management package within the school's MIS when necessary.

Relationships with key stakeholders

- To liaise with senior leaders to produce clear, concise, accurate information to raise standards of performance at the school.
- To work collaboratively with other members of the Data Service Team to ensure the smooth running of the team.
- To liaise with Heads of Department, Heads of Year and Key Stage Leaders in relevant aspects of assessment, recording and reporting.
- To be responsible for all external data checking exercises (especially in the autumn term with post-results checking), supported by other members of the Data Service Team
- To liaise with West Berkshire Schools MIS support team, working with the school's own Managed Service Provider.

Other duties

- To attend and participate in relevant meetings as required.
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.
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Specific responsibilities of the post

Key Stage assessment support

- To manage all aspects of recording/ tracking of progress, and in addition to take a leading, expert role in developing the school's specific processes in the following areas of assessment: school census and statistical returns; SEN, Pupil Premium, FSM, attendance and behaviour data.
- To provide data reports for Key Stage Leaders to meet internal and externally set deadlines.
- To manage the creation of report templates, marksheets and grade sets.
- To be accountable for ensuring all teaching staff meet deadlines to ensure that statutory requirements for reporting are met.

SEN progress data

- To take a leading role in managing SEND data across the age ranges, supporting the Inclusion department in tracking student progress for SEND students.

FSM/ Pupil Premium progress data

- To take a leading role in managing FSM and Pupil Premium data across the age ranges, supporting the subject departments, HOYs and the Inclusion department in tracking student progress for Pupil Premium students

SIMS Data management and record keeping

- To take a leading role in developing the school's assessment policy as Data Manager.
- To lead on co-ordination and completion of the school census and other statistical returns.
- To ensure compliance with statutory returns, student transfer information and comparison between school data and LA/DFE data;
- To manage access to the school's MIS for all stakeholders.

Supporting the work of other members of the team

- To assist the Examinations Team, as and when necessary during peak examination periods.

Timetabling

- To work with members of the Senior Leadership Team, and where appropriate any external suppliers, to produce a curriculum plan and associated school timetable on an annual basis.
- To produce the school's annual staff and room timetables after it has been constructed.
- To work closely with the HR Manager on staffing changes.

School calendar

- To work with the Deputy Headteacher to plan the Assessment Calendar.

Data Protection Officer

- To advise the relevant staff in school of their data protection obligations.
- To monitor compliance with the GDPR regulations, including the assignment of responsibilities.
- To be responsible for the training of staff on GDPR matters.
- To provide advice where requested as regards the data protection impact assessments (DPIAs) and monitoring compliance and performance.
- To engage with the Information Commissioner's Office or relevant Supervisory Authority.
- To take a leading role in advising SLT on the processes of personal information held, data protection law and practices.
- To work closely with the HR Manager on personnel data kept.
- To liaise with WBC and its Data Protection Team as necessary.
- To manage any Subject Access Requests on behalf of the school.

No budgetary responsibility