



WALTHAMSTOW ACADEMY

Data Manager

Job Description

Hours: 37.5 hours per week

This post will be for a total of 52 weeks per year

Job Purpose

- Co-ordinate all aspects of data analysis and evaluation.
- To inform and maintain accurate data entry of the Academy strategic database management systems.
- To lead on strategic improvements in data reporting.
- To prepare and present relevant reports for assessment, integration and investigation by a variety of users.
- Support teachers and learners in using data to raise student attainment
- Line manage exams

Main Responsibilities

- Maintain accuracy and relevance of all student related information including; timetables, allocation of classes, carousels, class lists, option groups, end of year process and creation of the new academic year data sets.
- Collection, organisation, input, presentation and distribution of data relating to student attainment and progress including mock exam data, assessment data, reading age data, EAL levels, Individual Student Targets and Exam results.
- To assist in the maintenance, development and review of the Academy's data use and Management Information Systems, undertaking training where necessary to keep the school's systems up to date and to identify effective strategies
- To support the exam planning, organisation and administration for the Academy.
- To support the SLT member responsible for timetabling with administration.
- To undertake training to develop further, all aspects of the Academy's data management systems, and to assist in the training of other staff when appropriate.
- Generation, printing and checking the completion of reports, creating a calendar with timelines identifying key deadlines.
- Keeping the Assessment, Attendance and Behaviour programmes and databases up-to-date, both in terms of student data and any other developments in the systems upgrade and produce half-termly Assessments, Attendance, Behaviour and Exclusions Reports.
- Working with Assistant Principal (responsible for data analysis) to ensure clear instructions are distributed and training on data management and different modules in Arbor for teaching and non-teaching staff are arranged.
- Attending INSET as required and relevant meetings.
- Creation and production of reports, labels, lists, statistics, requested by staff.



- Detailed analysis and presentation to SLT and other staff of student attainment data
- Completion of Termly Census and Pupil Data Level Collection.
- Line Management of the Data Team
- Completion of all ULT returns by the deadlines set. These include Half-Termly Pupil Tracking data Collection, Admission, Attendance and Exclusions Data and GCSE, AS Level and A Level Proforma.
- Overseeing students' academic records and personal records. These include checking for missing achievements, importing and updating KS2 and KS3 results into Arbor from LEA and national resources.
- To be present on the day the centre is notified of results.
- To be prepared to cover break duties and/or lunch duties if required to do so
- To carry out any other duties as reasonably required
- Oversee the creation of timetables for internal examinations, advising on best placement of exams and quality assuring the timetables produced. Calculate the number of invigilators needed and advise on the best use of teachers / support staff or external invigilators for internal exams.
- Set out timelines and checking processes for entry lists for all exams, public or internal.
- Set out processes and checking mechanisms for the proper layout of the exam room (for example, the creation of labels, seating plans, the placement of seats).
- Write accurate, timely and clear emails and letters to all stakeholders in exams (parents, students, staff). These could be around issues such as timetables, proper exam conduct or the checking of entries.
- Set out processes for recruiting and training invigilators. Quality assure the work of invigilators and take appropriate action if their work is not of the required standard
- Ensure all Access Arrangements are documented within the exams system. Ensure that all planning by the Exams Officer takes proper account of Access Arrangements.
- Quality assure the experience of students taking exams, looking particularly at whether they are communicated with well; whether those with access arrangements are assisted properly; whether seating arrangements are appropriate; whether exam security is maintained and all regulations properly adhered to.

Links

- To work closely with the Network Manager, SLT/MLT responsible for the timetable, Exams Officer and the responsible SLT member for data.
- To report directly to the SLT Member (responsible for data analysis).
- To maintain good relations with external providers, agencies and suppliers.
- To work with the United Learning ICT and Administration Teams as required, who will offer support and guidance.
- To maintain good communications and working relationships with staff at all levels, ensuring their needs are met promptly and efficiently.
- To attend United Learning, Academy and team meetings as required.
- To participate in agreed professional development activities and the Academy's framework for performance management.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing

the level of responsibility of the post.

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