

The Westgate School

Job Description: Data Manager

Purpose:

The overall responsibility of the Data Manager is to provide an efficient and effective data service to the whole-school and ensuring the effective management of external and internal examinations.

Responsible to:

Deputy Head Teacher (Data, Outcomes and Reporting).

Working Hours:

Successful candidates will be required to work Monday to Friday 08:00-15:30 (35 hours) during term-time plus INSETS/Twilights and an additional two weeks (41 weeks per year). Flexibility during the examination period will be a prerequisite of the role and in the summer for processing examination results.

Salary:

Level 7 Points 30-35 (Starting Point 30) – Actual Salary £33,435

Key Responsibilities:

The key responsibilities are to provide strategic leadership and management on and within data, assessment and SIMS to drive the use of data to raise standards across the school by providing specialist expertise and data analysis using the school's management information systems and supplementary software such as excel. In addition to this, the data manager will ensure that all reports are communicated to the relevant stakeholders in line with the school calendar. These duties may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the role.

Data and Outcomes

1. Manage the administration and processing of all pupil data independently and provide analysis as and when requested.
2. Manage and administer school communications with parents and pupils, including but not limited to, SIMS intouch, parents evening booking etc.
3. Strategically develop the use of SIMs, setting up effective and efficient processes to collect and analyse data, to provide ongoing analysis of trends in assessment data.
4. Review and monitor assessment data to identify outliers, gaps or inconsistencies and to report these to teachers, Curriculum Leaders, Directors of Learning, SLT as appropriate.
5. Manage the access for members of school staff to software packages (4Matrix, ALPS etc.) and external sites such as the DfE secure access, taking on the role of 'administrator' for the school.
6. Work closely with the exams officer to ensure that the input of confidential summer examination data is uploaded for analysis.
7. Oversee the communication and coordination with other schools and educational establishments to ensure that all relevant pupil data is passed on securely and stored appropriately.
8. Provide reports as requested for relevant audiences including parents and the Governing Body.
9. Responsibility for ensuring that all staff have access to all data necessary to assist in completing tasks within their roles and responsibilities.
10. Lead and support appropriate bespoke and whole staff CPD for staff for all relevant data systems.
11. Manage and submit required data to the local authority and DfE in relation to the school census and other requests.
12. Act as the designated lead for the management of GDPR, including external audits.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.