

Leigh Academy Rainham

Job Description

Position: Data Manager

Role purpose: To lead on embedding and utilising the Management Information Systems across all aspects of the Academy administration. Preparing reports using a wide range of data sources including the analysis of student achievement, behaviour, reward and SEND data to inform the Leadership Team in all aspects of school data management, and to manage and maintain up to date information on the Academy database. To provide appropriate technical support to staff in using the software and interpreting information.

Key Responsibilities

Student Data Management

- To manage the Academy's Management Information System
- To complete all statutory data returns, which may include the School Census, School Workforce Census and Teacher Assessments for all Key Stages
- To ensure that relevant data is transferred to the Academy's Management Information System, such as Key Stage 3, Key Stage 4 and Key Stage 5 data
- To manage the efficient transfer of data in readiness for the beginning of each new academic year
- To calculate and input student targets onto the Academy's Management Information System on an annual basis and on an ad-hoc basis when new students join the Academy throughout the academic year
- To manage all analytical systems e.g. Bromcom, SISRA, ALPs
- To complete additional administrative tasks where necessary

Tracking & Analysis

- To develop and produce general reports, including data analysis and manipulation as requested by the Academy Leadership Team
- To troubleshoot data and assessment issues relating to the Management Information System, escalating any unresolvable issues to IT Services or Bromcom
- To coordinate the production and development of the Academy's current and future student assessment tracking system
- To oversee the production of student progress and full written reports
- To maintain the accuracy of data held on the Parent Pay system in conjunction with the Finance Team
- To train relevant staff on the use of the MIS and the academy's assessment tracking system
- To coordinate the generation and distribution of grade sheets via the Academy's Management Information System
- To provide data to Academy partners, including LAT, when required
- To produce reports from the Academy's Management Information System, as requested
- To support the Head of College with appropriate data-related tasks when required
- To be responsible for the analysis of examination results
- To manage the production and development of The Leigh's modular assessment analysis, including ensuring the readiness of data, chasing missing grades and resolving related issues

Timetabling and Curriculum Models

- To assist in the inputting and scheduling of the academy timetable in partnership with a member of the senior leadership team
- Advising SLT of timetable classes so that appropriate supervision and rooms can be arranged
- Supporting senior leadership team in the development of curriculum models for setting and timetabling in the management system.

LDO - Local Data Protection Officer

- Process software and hardware requests for the Academy through Privacy Perfect to ensure that all approved software is GDPR compliant
- Liaise with the Data Controllers at LAT as part of the approval process
- To process all Data Subject Requests (Incl. SARs, Rectification, Erasure etc.) and third-party requests in accordance with internal LAT processes, the GDPR and UK Data Protection legislation ensuring liaison with the internal department, whilst ensuring compliance with timescales.
- Work with the SIRO/DPO and other internal stakeholders to ensure timely delivery of data protection compliance across LAT.
- To maintain an awareness of the GDPR and related data protection legislation.
- To provide support to the SIRO and DPO when they are conducting investigations in association with any legal, ICO or litigation actions/proceedings/complaints that may take place.
- Assist with addressing queries/complaints and respond to the identification of and resolution of data quality issues ensuring that data subject rights are met where possible.
- Ad hoc administrative tasks associated with the role.

SEND Administration Support

- To assist SENCO with ensuring that all necessary SEND data and documentation is available and up to date on Bromcom.
- To support data management for the inclusion teams

Professional Development

- To take responsibility for personal professional development
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice

- To support the administration teams with any additional administration tasks when additional capacity is required.
- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of student
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the academy
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.