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| **Role** | **Grade** | **Location** | **Reports to** |
| Assessment & Achievement Leader | Grade 8AYR | Chorlton High School  | Nominated member of SLT |

**Main purpose of the job:**

* Organise and supervise administrative systems within the school and to contribute to the planning, development and monitoring of support services within the school
* Manage the school’s Management Information System (MIS), assessment, reporting and administrative systems in the school, including the maintenance and upkeep of the school’s curriculum timetable.
* Lead the data and examinations staff team, including the coordination and delegation of relevant activities ensuring that the school fulfils all statutory examination & assessment responsibilities
* Establish, maintain and review data systems. Analysing, problem solving, developing solutions and/or strategies with senior leaders in order to enable effective and continued school improvement
* Produce clear, concise, accurate and appropriately detailed information to support the SLT in raising standards of performance across the school. Establish new ways that appropriate information and data analysis is communicated effectively to a range of stakeholders

**Key relationships:**

The main contacts of the job are: Headteacher, Senior Leadership Team (SLT) Line manager, SLT at the school, teaching staff, other support staff, students, parents, and external support services.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

* Responsible for the integrity and upkeep of the school’s Management Information System (MIS) and other data management software products (e.g., SiSRA) ensuring that whole school data is accurate, up to date and robust procedures are in place for processing and analysing the data to support the effective operation of the school.
* Implement appropriate software packages in order to provide a fully comprehensive, accessible assessment system that impacts effectively on student outcomes, keeping abreast of innovative and future developments
* Responsible for all aspects of the school’s assessment, data collection and reporting cycle ensuring that this is efficient, robust and continually develops to improve the quality for all stakeholders
* Responsible for the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures in order to meet the needs of the school
* Ensure that appropriate information and data analysis is communicated effectively to a range of stakeholders
* Provide detailed analysis and evaluation of data and produce complex / detailed reports and information as required
* Ensure accuracy and confidentiality of information produced relating to the management and administration of the school
* Responsible for the completion and submission of complex forms, returns, census etc, including those submitted to the Local Authority, DfE, ESFA and other external agencies
* Oversee the administration relating to admission and deletions from the school roll.
* Respond independently to complex correspondence
* Support the Leadership of the school in the setting of appropriate whole school, subject level, staff level and student level targets. Implementing effective monitoring and evaluation processes to ensure accurate evaluation of performance at all levels
* Guide and support staff at all levels across the school in the effective collection, collation, analysis and interpretation of information and data in order to evaluate the quality of provision within their responsibility
* Co-ordinate and oversee the gathering of relevant data and analysis for school improvement, quality assurance and inspection purposes.
* Lead on the coordination, administration, and production of student reports for parents across the school.
* Maintain and amend the school timetable in Nova-T under the direction of the Deputy Headteacher, ensuring that all relevant timetable and assessment data is kept up to date and to work with teachers to ensure accuracy of data.
* Ensure that the performance of students, student groups, subjects and staff subjects, is monitored and evaluated in order to secure school improvement objectives
* Develop effective analysis systems which will provide regular progress updates to SLT and the Governing Body about the successes, issues and concerns of all subject areas / student cohorts
* To prepare and deliver high quality training to staff regarding data and assessment systems and examinations matters.
* Develop ‘next practice’ ensuring that the school is well placed to be at the forefront of ‘effective data use’, which will assist the school in being robust and reflective in all its practices.
* Oversee the management of school-based data systems, including the retention and destruction schedules in line with GDPR best practice
* Ensure permissions given to staff in the use of the applications are compliant with GDPR.
* Responsible for the schools internal and external examination systems working alongside SLT to ensure that robust and efficient systems are in place, understood by all staff and operating effectively so the school is compliant with Joint Council for Qualifications (JCQ) requirements.
* Lead on the development and review of policies and processes across data management, assessment and examinations practice across the school ensuring that all staff are up to date on current practice and any changes to JCQ rules and regulations.
* Support and assist key staff to ensure they understand, and are actively implementing the key aspects of the school’s Policies.
* Oversee the administration relating to examination and external assessment arrangements for the school ensuring that every student is entered for every examination with Special Consideration arrangements applied for as appropriate.
* Responsible for the effective management and review of the school’s examinations and assessment budgets.
* Responsible for the collation, analysis and distribution of all external examination results and work with Senior Leaders to deliver effective Results days, Awards evenings and other examinations related events.
* Develop constructive relationships and communicate with other agencies and professionals
* Assist with school administrative and pupil welfare duties including exam invigilation as part of the agreed system for the school.

**People Management:**

* Full line management of identified staff including recruitment, probationary period management, performance management, absence management and staff development.
* Support the delivery and implementation of the Trust’s / School’s induction, training, and development programme for all staff across the Trust.
* Effectively lead a team of identified staff, developing effective working relationships, and ensuring all contribute to the achievement of the team objectives and responsibilities.
* Prioritise and organise own workload and that of other support staff to meet conflicting deadlines in consultation with the operational needs of the school
* Ensure all staff are trained in the use of School software packages as appropriate.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values.
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
* Promote and act in accordance with the Code of Conduct and all School / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations.
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents, and colleagues.
* Take responsibility for personal professional growth and development, keeping up to date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
* Attend Trust and school events as required and make a positive contribution during such events.
* Attend regular meetings before and after Trust hours, including morning briefings.
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| Numeracy/literacy skills (at a level equivalent to NQF Level 2) | D | Application |
| **Knowledge and Experience** |
| Experience of working with children, young people, and their families within the field of education or voluntary sector. | D | Application |
| Excellent IT skills, including spreadsheets, databases, word processing, and internet/intranet /email. | E | Application / Task |
| Detailed Knowledge and understanding of Management Information Systems (MIS) including experience of timetable software  | E | Application / Interview |
| Considerable experience of working in a school office environment at a senior level and managing other support staff | E | Application / Interview |
| Knowledge and understanding of implementing, developing and maintaining effective administrative systems including external examination systems and school-based assessment systems. | E | Application / Interview |
| Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns. | E | Application / Task |
| Excellent communication skills to communicate effectively, face-to-face or by telephone, with students, parents, colleagues, external educational agencies and members of the public . | E | Interview |
| Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences. | D | Interview / Task |
| Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures | E | Application / Task |
| Ability to work independently and manage a range of tasks within fixed timescales. | E | Interview / Task |
| Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives. | D | Interview / Task |
| **Behaviours and Values** |
| Personal commitment to excellence in service delivery and to ensure services are equally accessible and appropriate to the diverse needs of service users. | E | Interview |
| Self-motivation and personal drive to complete tasks to required timescales and quality standards. | E | Interview |
| Ongoing commitment to inclusive education practices and equality of opportunity. | E | Interview |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values, and objectives of the organisation | E | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | E | Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills  | E | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders  | E | Interview |
| To be flexible and able to adapt and prioritise appropriately | E | Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.