STRATEGIC DATA MANAGER

JOB DESCRIPTION

JOB TITLE: Strategic Data Manager

REFERENCE: AAAE7137

GRADE: Grade 8

RESPONSIBLE TO: Senior Assistant Headteacher

JOB PURPOSE: To contribute to the development of the strategic leadership of the school, particularly with reference to the use, development and impact of the use and analysis of data. To continually aim to improve systems and provision, being at the forefront of national developments.

To develop and maintain a sophisticated data system to facilitate the monitoring of learners' attainment and progress, using internal and external sources of information.

To act as the information systems manager for Arbor and other pupil-based data systems and data protection lead.

To contrast the school timetable.

PRINCIPAL RESPONSIBILITIES

1	Lead on the development, maintenance and operation of computerised administration systems (Arbor), in order to ensure that comprehensive data and information is available to the Headteacher and Governing Body, LA and other agencies; thereby ensuring effective and efficient management of the school.
2	Manage the whole data process across school for Achievement, Teaching and Learning and Personal Development Welfare and Safety (Key Stage 3 to 5 data, statistics for behavior and attendance). Produce clear, concise, accurate information in the form of reports to Governors, Headteacher and other Stakeholders to form strategies to raise standards of performance across the school and particularly for target groups of students.
3	To develop and maintain the assessment data strategy that helps to improve attainment across the school, and control budgets for assessment and examinations.

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4	With direction from the Senior Assistant Headteacher implement the process for target setting, assessment and reporting using a range of data sets and software to inform and facilitate effective and robust target setting e.g. CATS, FFT, IDSR, Arbor assessment manager.
5	To maintain, develop and operate an annual programme of school performance data collection, analysis and school reporting system, including analysis of different groups.
6	To ensure that interim and final assessment and pastoral data is coordinated and analysed at regular intervals, specifically after each tracking point and summer external exams for all Departments, Senior Leadership Team and Governors.
7	Manage the work of relevant administrative staff to ensure efficient administrative and support systems are in place in relation to examinations and data and be a main point a contact for data in the school.
8	To act as a data consultant to the Headteacher, Senior Leadership Team and Middle Leaders providing them with assessment data and with them make strategic decisions related to improvements in student academic performance and teacher performance, incorporating national and local comparison.
9	To work alongside the Senior Assistant Headteacher in the implementation the school Timetable into the Abor system and understanding the associated links between modules of the MIS. Ensure courses and classes are kept updated at all times.
10	Ensure that all DfE and LA checking exercises and performance data are completed accurately and submitted on time, including the school CENSUS. Manage and maintain the Course Manager module within Arbor, ensuring QAN codes, award membership and supervisor permission levels are accurately recorded. Gain a comprehensive understanding of the complex relationships between classes, courses and exam awards to enable effective contribution to the checking of data.
11	To play a key role in training and supporting teaching and support staff and SLT to develop data handling skills that translates analysis into classroom impact on achievement and progress, including in the use of Arbor, IDSR, FFT. Attend Arbor/SIM's user group and data meetings and update relevant staff with developments. Prepare and issue Arbor user guides for staff.
12	Ensure the school meets its legal Data Protection/GDPR responsibilities with the support of the Strategic Business Manager

NOTE
Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.