

## JOB DESCRIPTION

<b>Department:</b>	Education
<b>Section:</b>	Frome College
<b>Job Title:</b>	Data and Assessment Manager
<b>Reports To:</b>	Assistant Principal
<b>Main Purpose of Job:</b>	
<p><b>To assist in promoting the vision of Frome College by</b></p> <ul style="list-style-type: none"> <li>• Developing and managing all aspects of SIMS (School Information Management System) implementation in liaison with Assistant Principal.</li> <li>• Supporting Governors and Senior Leadership in raising standards of performance through the management and development of strategic and operational data analysis systems. Using SIMS &amp; 4Matrix to support in depth analysis of student, teacher and curriculum performance as part of the whole college self-review.</li> <li>• Management of the College's assessment, reporting, recording and tracking systems and providing support to Examinations in liaison with Assistant Principal.</li> <li>• Working with the Assistant Principal to produce and develop the timetable.</li> <li>• Leading the Data and Assessment Team, developing the work and role of the department to meet the changing needs of the College</li> </ul>	
<b>Main Responsibilities and Duties:</b>	
<p>Liaise with and work under the direction of the Assistant Principal to undertake the following responsibilities and duties.</p> <p><b>SIMS</b></p> <ul style="list-style-type: none"> <li>• Build the academic structures ensuring attention to detail and accuracy throughout ensuring the smooth transition to the new academic year calendar in SIMS. Follow the recommended process to ensure courses are updated as required and student groups are populated.</li> <li>• Build and provide ongoing maintenance to student and teaching group profiles.</li> <li>• Ensure that all external census and data returns are completely accurately and punctually, meeting the necessary deadlines.</li> <li>• Manage the design and production of student reports on the progress of all students in the College to go home to parents/carers and ensure access through the parent portal. Ensure deadlines are met by all staff.</li> <li>• Work under the direction of the Assistant Principal to construct the timetable, including assisting in the Options process. Assign the curriculum to students.</li> <li>• Provide support to Heads of Faculties and Departments with ad-hoc requests regarding timetable construction, as required.</li> <li>• Design &amp; deliver routine and ad-hoc SIMS training programmes for staff as required.</li> <li>• Ensure updates to student course changes are made and communicated effectively to key personnel.</li> <li>• Manage the use and development of Assessment Manager and the Examinations module within SIMS.</li> </ul> <p><b>DATA</b></p>	

- Input and ongoing maintenance and management of 4Matrix for Years 9-13. (Training can be provided where necessary).
- Design and deliver training sessions in the use of 4Matrix for staff, as required.
- Design and run relevant regular data reports for middle leaders, to enable them to effectively manage student outcomes and intervene as necessary.
- Design and run regular data reports for Governors, Senior Leaders and staff as required, including after internal and external exam seasons or as specified in the assessment calendar.
- Oversees the uploading/downloading of data coming in/out of the school electronically e.g., CATs, FFT, CTF's, ALPS.
- Undertake the tables checking exercise and complete data returns to the Local Authority, DfE as required. Produce statistics/data for inclusion in the College prospectus and website.
- Manage all aspects of FFT Aspire – assigning students, downloading targets and assigning these to SIMS.
- Liaise closely with Exams Team to produce all aspects of exam result analysis in August each year.
- Manage and maintain the assessment database and ensure that the assessment data held on students is accurate and complete.

#### **GENERAL**

- Management processes and procedures in Data and Assessment ensuring all team members are as multi-skilled as possible.
- To liaise closely with the admin team regarding student data input
- Work directly with the Assistant Principal to liaise with the Post 16 Leadership Team to ensure Post 16 funding for courses is optimised.
- Comply in all respects with the requirements of the EU GDPR (General Data Protection Regulation) and maintain strict confidentiality, record keeping of student data at all times.
- Keep up to date with and observe all relevant Child Protection procedures in line with Keeping Children Safe in Education and all other College policies and procedures.
- Observe all relevant Health & Safety regulations as they relate to your working practices and responsibilities, including the Health & Safety at Work Act 1974 and all other College policies and procedures.
- To cover break duties as required.
- Undertake such duties as may be reasonably required commensurate with the grade.
- Support whole-school events e.g., Options Evening, Taster Day, Transition Day
- Provide support to the Exams Team and Examinations process as directed by the Assistant Principal.

#### **Facts and Figures:**

- Line management of the data and assessment team (currently two staff), including performance management, recruitment, training, staff development, grievance and discipline procedures as required, providing guidance, advice, training and induction of staff.
- Frome College is a large Secondary School with approximately 1100 students (13-18 years)
- Approximately 170 staff.
- Responsibility for the accuracy of data information on all College assessment and analysis systems.

#### **SUPPORTING PROCESSES**

##### **Problem Solving and Creativity:**

- Highly organised. Dealing with tight deadlines, reacting to a variety of requests and queries and frequent interruptions to work, which may result in changing priorities.
- Meeting the individual needs of teachers, Head of Faculties, Subject Leaders and SLT in relation to data required to support the tracking of student progress and analysis of results, including creative use of available software to meet these needs.

**Decision Making**

- Works within guidelines answering normal queries, referring more difficult decisions to the line manager (Assistant Principal)
- Makes recommendations for development and budget decisions in consultation with line manager.
- Works within guidelines and whole school improvement plans to provide and monitor appraisal targets for those who they line manage.

**Physical Effort and Working Conditions:**

- Works within normal school environment with frequent and prolonged use of ICT
- Works in a shared office environment with facilities to make a hot drink as required.
- Photocopier available in shared office and link to colour printer available

**Contacts and Relationships:**

- Daily contact possible with all school staff, via e-mail or in person.
- Help line support for SIMS.
- Attendance at user group meetings provides further support and networking.
- Regular formal meetings and day to day contact with line manager to support all responsibilities.
- Local Authority, DfE and Examination Boards/Inspectors

**Additional Information:**

- The post holder will be required to take an active role in providing and developing an excellent business service for the College.
- A can-do attitude and flexible approach are essential to this post.
- Although a middle management role, this is 'hands on' position.
- Dress – smart business dress

**Knowledge, Skills and Experience: (To be completed by the Line Manager)**

- Personal attributes to include good communication skills, flexibility, ability to use own initiative, ability to prioritise workload, ability to work in a team, be organised, reliable, tactful and confidential.
- Appropriate ICT skills including Microsoft office and SIMS. A high level of skill in excel and assessment manager will be required to facilitate this role.
- Will be required to attend training courses to update skills as necessary.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder ..... Date: .....

Line Manager:..... Date: .....

Designated Senior Manager: ..... Date: .....

## PERSON SPECIFICATION

**Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match the criteria.**

Details of Person Specification	
<b>Job Title: Data &amp; Assessment Manager</b> <b>37 hours per week Term time, plus INSET plus 2 weeks in the Summer holidays</b>	<b>Grade 12</b>

### 1. Skills and Abilities

No	Description	Method of Assessment
	<b>Essential</b>	
1.1	Able to maintain accuracy and attention to detail whilst meeting deadlines.	Application form/interview
1.2	Ability to meet multiple requests for information in a calm and professional manor.	Application form/interview
1.3	Good organizational and general administrative skills, e.g., recording, filing, prioritizing.	Application form/interview
1.4	Excellent IT Skills especially in the areas of databases, and comfortable with the use of IT as an integral and essential tool	Application form/interview
1.5	Logical and analytical ability to identify possible improvements in reporting formats and procedures.	Application form/interview
1.6	Ability to prioritise own workload and to work on own initiative and not require constant supervision.	Application form/interview
1.7	To have experience managing and implementing systems and processes	Application form/interview
1.8	Ability to manage a team and work as part of a team and respond to the needs of the team in a positive way – e.g., assisting other team members with tasks at peak times.	Application form/interview
1.9	Able to communicate effectively with staff at all levels and outside agencies including explaining data analysis and reports.	Application form/interview
1.10	Able to maintain absolute confidentiality regarding personal data held by the college.	Application form/interview
1.11	Initiative and pro-active approach to problems to identify solutions and opportunities.	Application form/interview
1.12	Ability to take day-to-day decisions within agreed parameters.	
	<b>Desirable</b>	
1.13	Expert knowledge of sims and school systems	Application form/interview

## 2. Knowledge/Qualifications

No	Description	Method of Assessment
	<b>Essential</b>	
2.1	Knowledge of data analysis techniques and understanding of data reports.	Application form, certificates & interview
2.2	Knowledge of the legal aspects of handling personal data	
2.3	IT Software MS Word MS Excel MS Outlook	Application form/interview Application form/interview
	<b>Desirable</b>	
2.4	Knowledge of the SIMS.net MIS system would be highly desirable.	Application form/interview
2.5	Understanding of Secondary education sector and the issues facing schools now and over the coming years.	Application form/interview

## 3. Experience

No	Description	Method of Assessment
	<b>Essential</b>	
3.1	Experience of databases including entry of data, management and maintenance of database and reporting.	Application form/interview
3.2	Experience in a similar role or a role requiring similar skills, abilities and knowledge.	Application form/interview
	<b>Desirable</b>	
3.3	Experience of SIMS.net would be highly desirable.	Application form /interview
3.5	Experience of the supervision of staff	Application form /interview

## 4. Other Requirements

No	Description	Method of Assessment
	<b>Essential</b>	
4.1	Commitment to excellence and desire for continual improvement	Interview
	<b>Desirable</b>	
4.2	A knowledge and interest in the education environment	Interview