



Calday Grange Grammar School

Job Description

SIMS and Data Manager (Maternity cover June 2023 onwards)

0.6 FTE (21.6 hours per week Term time only +3 weeks)

Scale	PO3
Accountable to:	Assistant Headteacher – Raising Standards Leader & Deputy Headteacher – Internal Community
Responsible for:	TBC

Job Purpose:

Under the direction of the Assistant Headteacher, the post holder will facilitate the effective use of data to support and inform school improvement plans and the school leadership team by:

- providing a lead for the management and co-ordination of efficient procedures and systems relating to school data and the management information system
- coordinating the development and maintenance of the school timetable under direction from senior staff, and in collaboration with key stakeholders
- taking responsibility for the completion and return of the School Census

The post holder will maintain accuracy, integrity and confidentiality at all times. This role requires a high level of organisational skills and the ability to forward plan and use initiative. Prior experience of SIMS at a high level is desirable.

Principal Duties and Responsibilities

Administration

- Use SIMS/NT6 to set up, and make changes to timetable throughout the school year, for both staff and students, keeping course and class memberships up to date.
- Prepare the Academic year in SIMS ready for September, including admitting students, leavers routines, academic promotions, pastoral promotions, course manager setup
- Completion and submission of School Census, including Post 16 recording of planned learning hours, prior attainment, learning aims etc.
- Maintain Course Manager throughout the year to ensure correct recording of learning aims for Post-16 Census
- Use of Admissions+ for Sixth Form applications, options, timetabling and class number projections. Co-ordination of the sixth form registration process on, and following GCSE Results Day

- Set up and maintain marksheets and reports in Assessment Manager
- Analysis of Data and target setting using Alis, Alps, CATS, SMID
- Performance Tables checking exercises following release of examination results
- Use of Options software for KS4 subject choices
- Curriculum planning for next academic year, co-ordinating timetable preparation with external contractor and Deputy Headteacher, Heads of Faculties and Curriculum Leads, including completion of staff and curriculum planning documents to facilitate the timetabling process
- End of Year procedures for SIMS, including Academic and Pastoral management routines
- Importing of KS2 and PP Data from DfE

Organisation

- Responsible for areas of data input, output and integrity within the school's management information system, including assessment, Census returns, timetabling.
- To support senior staff in the analysis and interpretation of data to inform management decisions.
- Create and develop existing systems to provide data to inform SLT on value added performance of individual students, subjects and faculties.
- Provide information on results and data analysis to support senior staff in curriculum reviews.
- Support the compiling of the school curriculum timetable under the direction of senior staff.
- Under the direction of senior staff, ensure deadlines of local and statutory requirements for reporting are met.
- Create and prepare strategic and operational data analysis for faculty staff
- Create and develop systems to enable effective monitoring of particular groups of students
- Manage and develop academic, behavioural and reporting databases.
- System management in collaboration with IT team.
- Support the management, development and use of SIMS throughout the school.
- Respond to strategic and operational educational developments that have implications for data management and census returns
- Keep abreast of current guidance, requirement and good practice in relation to target setting, effective use of data and the construction of an effective timetable.
- In liaison with other staff, be responsible for the production of reports and arranging the distribution

Support for the School

- To assist with student first aid/welfare duties as required.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.

- Attend and participate in meetings as required.
- Participate in training activities as required.

Personal Attributes

Communication & Influence

Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

Team working

Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.

Organisational Awareness

Keeps up to date with educational developments, analysing and interpreting how this impact on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.

Adaptability

Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.

Professional Values and Practice

Demonstrates high expectations for all students.

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Experience of working in a relevant environment.

Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.

Basic awareness of safeguarding and inclusion, especially within a school setting.

Qualification & Training

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.
Relevant Level 5 qualification or experience (desirable).

Disclosure

The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations to safeguarding.

The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service (DBS) and any other statutorily required clearance.

Other

- This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.

Date of issue: