

Job Description

Job Title:	Data and Assessment Manager (SEND)
Location:	All Saints Academy, Plymouth
Responsible To:	Deputy Headteacher, Progress
Salary Grade:	Grade F
Job Start Date:	ASAP

Post: **Data and Assessment Manager (SEND)**

Responsible to: Deputy Headteacher

Grade: F (£27,514 – 30,095 pro rata)

Terms: 37 hours per week, 40 weeks per year
Term Time plus 1 weeks, including GCSE results' days in August (2 days).
Additional days to be made up with the agreement of the line manager.
Extra times and days to be made up during examination periods, if required.

Overall purpose: The role of Data and Assessment Manager (SEND) is to ensure the smooth running of the assessment functions within the school and related data management, including SEND assessment. Specifically:

Assessment/ Data:

- To ensure an effective and efficient examinations provision to the Academy.
- To ensure all statutory obligations are met in relation to examinations.
- To provide timely and accurate data to inform Academy improvement strategies.
- To manage and maintain the assessment and data functions of the Management Information Systems.

SEND:

- To ensure all access arrangements and SEND provision is in place for SEND assessment.
- To liaise with the Deputy Head – Pastoral on SEND administration and data management to ensure a smooth running and efficient provision.

Job description: The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility.

With the teaching staff the post holder will:

- help to deliver the Sponsor's vision and translate into practice the underpinning Christian values and moral purpose of the Academy

- establish and maintain effective relationships and communication with parents and students
- help to promote the Academy's policies
- help to develop a learning culture with high expectations in a safe and secure learning environment

Specific responsibilities:

- To support the Leadership Team to provide analyses of internal and external data, as requested
- To prepare, maintain and interrogate the data reporting package for student assessments, ensuring data is complete and up-to-date
- To design forms to report results to parents from data held and produce reports for parents within the reporting cycle deadlines
- To prepare analyses for teaching staff and support subject areas as necessary to monitor and evaluate the value of the data they produce
- To contribute to the development and review of whole school data-related policies and timelines.
- To prepare subject reports for Heads of Department following each progress tracker
- To ensure that manual and computerised student assessment information is kept up-to-date, i.e. student data, groups, etc
- To develop and maintain the Academy's Management Information System/SIMS modules/4Matrix for assessment and reporting
- To be responsible for data input of all internal and external examination results using Assessment Manager, using own initiative to develop systems that meet the needs of the Academy to ensure accurate reporting of examination results and pupil information
- To be responsible for the collation and analysis of performance data, including CAT tests, Pre-Public Exam data, Key Stage 3 results, GCSE and equivalent results
- To assist with timetable changes during the year
- Ensure all data information is held appropriately following GDPR regulations and guidelines.
- To support the timetabler with groupings and other inputs into SIMS for class lists
- To ensure the security of data in the Academy
- To attend relevant internal/external meetings
- To undertake relevant continuing professional development
- To undertake general administration duties as required
- To carry out any other duties as the Leadership Team may, from time to time, determine commensurate with the grade
- to promote appropriate professional development through own personal learning and support for colleagues
- to manage and run all stages and processes in the internal and external administration of all examinations, with little recourse to others. This includes both computerised paperwork (for example making entries, producing registers/timetables, completing online forms, downloading web-based information) and practical matters (for example booking and setting up rooms, organising special arrangements)

- to ensure that all records of student progress on exam entries is accurate and up to date
- to liaise with the Deputy Headteachers with regard to the relevant examination boards and syllabus studied to examination level. To establish the number of entries at each tier and to process entries, to include all modular exams taken throughout the year
- to ensure statutory procedures and recommendations relating to examinations (including special arrangements) from the DFE, Joint Council, Exam Boards and other relevant agencies are implemented and followed on a timely basis
- to be responsible for collecting, collating and entering of all examination entries into the computer system and sending via EDI
- to provide and present relevant exam information to candidates (i.e. carry out student exam briefings and assemblies) and to parents (attend parents' evenings as appropriate)
- to liaise with examination boards throughout the academic year to provide updated information regarding syllabuses, deadlines for entries and coursework and any other relevant information (e.g. student guides) to Senior Leadership Team/students/parents
- to work efficiently on any queries, re-mark requests and missing marks following results day, including assisting students in clarification of grades and making contact with exam boards and colleges as necessary
- to maintain, implement and adhere to an exams policy for the Academy, and to be in charge of the exams budget
- to be available at various times of the year, including mid-August and September for the publication of external examination results and the subsequent appeals process where appropriate
- to advise the Senior Leadership Team on costs of examinations including any additional costs where new courses have been introduced
- to produce detailed reports, at least twice yearly, on feedback from examination boards on the quality of the Academy's preparation for examinations and moderation
- To ensure all access arrangements and SEND provision are in place for SEND assessment
- To liaise with the Deputy Head – Pastoral, SENDCo and Inclusions team on SEND administration and data management to ensure a smooth running and efficient provision

Other responsibilities:

- to take part in an annual staff performance review with the line manager
- to establish and maintain effective relationships and communication with all staff at the Academy
- to manage, recruit and train exam invigilators and to allocate them to manage exam venues. To provide exam invigilators with invigilation timetables in advance of examinations, including mock exams, end of year exams for year groups, in addition to all public exam sessions
- to liaise with the site staff regarding preparation for examinations rooms
- to register attendance at the Academy while on site to comply with Health & Safety regulations
- to support with general administrative duties
- To undertake additional duties as required, commensurate with the level of the job

- Undertake first aid training and provide first aid support to students as necessary

PERSON SPECIFICATION

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<p>GCSE – C Grade or higher (level 4 or above)</p> <p>Educated to at least A-level/BTEC Level 3 or equivalent level of knowledge and skills</p>	<p>MIS /Business Administration qualification</p> <p>Educated to degree level</p> <p>Have analytical academic qualifications</p> <p>IT, Data analytics qualifications</p>	Certification
Experience	<p>Working in a busy administration office environment</p> <p>Managing and maintaining data bases</p> <p>Analysis of data and producing and designing of management reports</p> <p>Experience of working with Examinations and electronic entries</p> <p>Supporting and developing administrative systems</p>	<p>Administration of education MIS systems</p> <p>Experience of working within an education environment.</p>	Application, Interview / References
Skill	<p>Numerate and strong data analysis skills</p> <p>Strong level of IT literacy particularly in the use of MS Office products</p> <p>Strong management of MIS and Examination systems</p> <p>Strong oral and written communication skills at all levels of the organisation</p>	Data analysis and report writing	Application, Interview / References

	Ability to work to tight deadlines and be able to re-prioritise at short notice		
Knowledge	Understanding of Data protection and GDPR legislation in relation to the tasks required within this post	Knowledge and understanding of the requirements for Education based data returns including DfE / ESFA and other relevant bodies SIMS and other education IT software	Application, Interview / References
Personal Attributes	Flexibility and adaptability to respond to the changing requirements of the Academy and Students High level of attention to detail Desire to complete tasks and set high expectations for self and others. High personal standards including appearance, behaviour and punctuality Supportive to the ethos of the Academy Able to successful evidence suitability to work in an educational environment and demonstrate ability to adhere to safeguarding requirements		Application, Interview / References, pre-employment checks

Signed:.....Headteacher

Print:

Date:.....

I agree to the terms and conditions outlined above

Signed:.....

Print:.....

Date:.....