

Job Description

Teachers and Support Staff

Role:	Data Manager - Curriculum
School:	Beckfoot Oakbank
Salary/Grade:	PO1 P01 SCP 27 – 30 £31,346 - £33,782 (Actual Salary £27,897.94 - £30,065.98 per annum)
Reporting to:	Associate Headteacher

Core Purpose of the Post:

To assist the Associate Headteacher responsible for raising attainment with the management of the curriculum and timetable including NOVA-T, Options and Course Manager modules.

Main Duties and responsibilities:

- To contribute to the effective running of the Academy MIS System (SIMS) including academic management and all systems which connect to that data, ensuring consistency, accuracy, integrity and timeliness of data input. Keep up-to-date with best practice in order to ensure that procedures are effective.
- Create and maintain systems to provide analysis to inform colleagues on the quality and the effectiveness of the curriculum.
- Ensure that all data is up-to-date and accurate and that all associated lists, reports, mailing data and returns are produced accurately and on time
- Produce the annual calendar of key dates relating to the creation of the curriculum model and the creation of the timetable.
- Process and coordinate the quality assurance of all data in relation to the census, producing and submitting all reports in an accurate and timely fashion.
- Transfer data between software applications, databases and web-based systems as required, maintaining the security and integrity of the data
- Lead training related to system, reports and analysis including staff induction
- Provide complex advice and guidance on the effective use of SIMS Course manager, NOVA-T, Options and other associated tools.

Supervision and range of decision making:

- Work under the supervision of senior members of staff, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.
- Responsible for the management and development of a specialist area within the school (Trust) and/or line management, training and performance management of other staff.
- Decisions not always within established practices and procedures, using some judgement frequently covering new ground. Expected to take initiative in the development of new procedures to meet the changing requirements and improvements in quality.
- The post holder will be expected to use good common sense and initiative in all matters relating to:
 - The conduct and behavior of individuals.
 - The safety, mobility (if required) and well-being of students.

Communications and working with others:

- Work closely with the Deputy Head in the data management of the curriculum and timetabling.
- Work closely with the Beckfoot Trust Data Manager and the Trust wide network of Data Managers
- To support the Data Manager – Performance - on a day to day basis to ensure the smooth running of data processes within the school and shared expertise within the team.
- Work closely with Senior and Middle leaders through all stages of timetable construction up to and including the scheduling in collaboration with the Associate Headteacher

Resources:	
<ul style="list-style-type: none"> • Operate relevant equipment/complex ICT packages • Provide general advice and guidance to staff, students and others. 	
Professional development:	
<ul style="list-style-type: none"> • Participate in performance appraisal reviews and training as required. • Ensure that the school's Equality and Diversity, Safeguarding and Health and Safety Policies are always adhered to. 	
Other Considerations:	
<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. • To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files. • Accept and commit to the principles underlying the Schools Equal Rights policies and practices. • Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. • Must be legally entitled to work in the UK. <p>This job profile is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.</p>	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> • Express themselves fluently and spontaneously at length effortlessly. • Explain difficult concepts simply without hindering the natural smooth flow of language. • Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. 	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	October 2020

Person Specification
Teachers and Support Staff

Role:	Data Manager - Curriculum	
	Essential Requirements	How Identified
Qualifications	Qualified to degree level or can demonstrate appropriate and significant relevant work experience	Application
Experience	<p>Relevant experience of contributing at a strategic level within the senior management/leadership team of an organisation</p> <p>Expert working knowledge of education data collection & management procedures</p> <p>Knowledge of national education data reports and systems e.g. FFT, SISRA, ALPs, etc</p> <p>Experience of working on the provision of high quality data management and analysis</p> <p>Experience of developing and using management information systems specifically SIMS</p> <p>Experience of analysing complex data sets</p> <p>Experience of timetabling and options software and or a willingness to develop these skills</p> <p>Experience of writing reports and presentation of complex data to senior managers.</p> <p>Experience of Data Protection Legislation</p> <p>Proven experience of working in an educational setting</p>	Application References Interview
Training	Awareness of Multi Academy Trusts	Application Interview
Knowledge, Skills and Ability	<p>Have a passion for education and a deeply felt desire to make a difference for young people.</p> <p>Exceptional analytical skill with the ability to manipulate raw data to produce meaningful analyses.</p> <p>Advanced IT skills with good working knowledge of all standard packages (Excel, Word, PowerPoint, SIMS / Nova T etc.)</p> <p>Excellent relationship management skills with the ability to relate well to children and adults</p> <p>Strong interpersonal, written and oral communication skills with the ability to communicate and present data to 'non-information' professionals</p> <p>Able to set priorities and to work to tight deadlines in a pressured environment</p> <p>Creative and innovative thinker</p> <p>Strong problem solving skills with the proven ability to achieve results through sound project management and planning</p> <p>Able to work collaboratively and build networks with other organisations, agencies and peers.</p> <p>Excellent organisational skills and record keeping</p>	Application Interview

	<p>Demonstrate good co-operative, interpersonal, listening and highly developed organisation skills.</p> <p>Look smart and professional and model the values of the Beckfoot Oakbank and the Trust</p> <p>Be emotionally intelligent</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism</p> <p>Able to work effectively in a diverse team environment</p> <p>Ability to work on own initiative and to assume responsibility</p> <p>To be responsible for promoting and safeguarding the welfare of children and young people within the school.</p>	
Personal Circumstances	<p>Must have the ability to be flexible and work to the requirements of a busy school</p> <p>Will flex holiday leave around the requirements of the job.</p>	Application Interview
Disposition and Attitude	<p>High levels of honesty and integrity, confidence and self-motivation</p> <p>Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example.</p> <p>Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself.</p> <p>To like young people and be liked by them</p> <p>Understand the importance of work/ life balance.</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</p> <p>Desire for professional development.</p>	Application Interview References
Physical	Excellent attendance and punctuality. Resilient	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview