NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post: Data Manager and Curriculum Support

Reporting to: Assistant Headteacher (AHT) Student Progress and Timetable

Post Level & Grade: Kent Scheme 7

 (KR8 considered for the right experienced candidate)

 37 hours per week / Term Time + 2 weeks

Monday to Thursday 08.00 - 16.00

 Friday 08:00 - 15:30

Role Purpose and aims:

This role will involve supporting the school leadership team in ensuring a smooth and well organised curriculum, alongside effective use of school student data. This splits into the following priorities:

* Curriculum Support, including student class allocations, reports, and options process
* Timetable maintenance and development
* Management of student data, including academic progress and census co-ordination

Main Duties:

Curriculum Support

* Supporting the AHT (Student Progress/Timetable) in setting up, administering, and

 distributing high quality student reports.

* Work with the AHT (Curriculum) to actively support the options process, including

 producing documentation, supporting with planning and co-ordinating option choices.

* With the AHT (Curriculum) to support the organisation of curriculum evenings including

 those relating to the options process. This will include encouraging parental participation

 and tracking engagement.

Timetable support

* Supporting the AHT (Student Progress/Timetable) and AHT (Curriculum) with scheduling

 and building the curriculum timetable and design modelling.

* Ensure the accuracy and maintenance of the school timetable. Liaise with the AHT

 (Curriculum) on ensuring the curriculum meets our academic needs, evaluating impact

 and adjusting as appropriate.

* Being responsible for the allocation of the teaching areas and their review/relocation to

 support activities and events.

* Maintaining Course manager in a timely and up-to-date manner
* Complete routine timetable changes during the year as required, such as in-year

 admissions, group changes and teacher changes.

Management of student data

* Support the AHT (Data and Timetable) with the setting up of data systems relating to

 student progress data.

* Supporting teachers and leaders through ensuring appropriate data is made available

 or distributed according to agreed schedules. This includes teacher data sets for each

 class.

* Use appropriate software to process data and produce academic performance reports

 as requested. There will be a key focus on exam progress and termly teacher

 predictions data.

* Ensure that appropriate checks are in place to ensure that data is accurate and fit for

 purpose. Where appropriate liaise with AHT (Data and Timetable) on how school

 systems can be developed.

* Completing all census work in relation to curriculum matters. Liaising with the Finance

 and Operations Manager to ensure maximum efficiency in claiming appropriate funding.

* Work with the Admissions Officer to ensure all Census’ are completed to a high standard

 and on time.

* Work with the Sixth Form team in ensuring accurate information for the census and

 school use, including PPG, DSEN, attendance and behavioural data are all recorded

 appropriately. This includes the transfer of data for external students joining our Sixth

 Form.

* Keep abreast of census changes and other relevant requirements, updating procedures as

 required. Ensure maximum efficiency for claiming finance and recording student progress

 rates.

* Ensure GIAP and other relevant DFE websites linked to student data are accurate and up

 to date.

* Support the AHT (Progress/Timetable) in DFE data checking exercises.
* Supporting the AHT (Progress/Timetable) in analysing and processing student progress

 data for use by SLT, wider school leaders and Governors. This includes external exam

 performance analysis.

* Processing projected and target grades for students, ensuring summary reports and

 access to individual data for all required.

* Ensuring all student data is held securely within school systems, complying with

 appropriate GDPR, safeguarding and general data security requirements.

Other Duties

* Assist the Data Protection Officer with GDPR related duties.
* Undertaking any other tasks as reasonably requested by the Headteacher.

Note

* The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the National Curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

ORGANISATION:

Headteacher

↓

 AHT Student Progress and Timetable

↓

Data Manager/Curriculum Support

Signed (Postholder): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:

Signed (Line Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:

Person Specification



|  |  |
| --- | --- |
| Qualifications | * GCSE in English and Maths at a minimum of a Grade C – or equivalent
* Excellent numeracy and literacy skills
 |
| Experience | * Working effectively with data and/or school timetables
* Working in an educational environment or setting
* Organising events including planning, launch and evaluation
 |
| Skills and Abilities | * Ability to demonstrate a positive and enthusiastic approach
* Ability to organise and prioritise workload to achieve deadlines
* Good communication and interpersonal skills
* Being friendly and welcoming at all times to students, staff, parents and visitors
* Ability to effectively use ICT and other specialist equipment/resources.
* Ability to work under pressure and work efficiently to meet deadlines
* Ability to work effectively in a team but also take initiative and work independently where required
* Ability to work confidentially
* Display commitment to the protection and safeguarding of students
 |
| Knowledge | * Knowledge of the range of school data and how it is used in a school
* Knowledge of a range of applications and software commonly used in schools including SIMs
* Understanding of Child Protection procedures
* Up to date knowledge of current online safety standards
* Awareness of Data Protection and confidentiality issues
 |
| Behaviours | Behaviours which are compatible with our school vision, including:* We achieve the best outcomes when all staff work together in a supportive collaborative environment
* High expectations in all aspects of our work
* Staff and students can ‘enjoy the journey’

In addition, we expect the following * A ‘can do’ attitude where all possible avenues are explored to achieve the best outcomes for students
* Flexibility to work as required to achieve the best outcomes for students
* Integrity and professional pride to do the job properly
* Rigorous, consistent and logical approach to ensuring all procedures and policies are followed
* Good sense of humour and ability to relate to colleagues, parents and students
 |