Job Description: Data Officer

**School: Dover Christ Church Academy**

**Grade: Kent Range 6**

**Responsible to: Line Manager**

**Purpose of the Job**

Provide efficient and effective organisation of the school’s data assessment, reporting, recording systems.

**Key duties and responsibilities**

1. To maintain and update SIMS and other assessment records to ensure that all assessment data held on pupils is accurate and complete.

2. To be responsible for the day to day operations of SIMS database, including maintenance, system updates and back-ups.

3. To plan and coordinate the school annual calendar for data recording and reporting in conjunction with the Principal.

4. Liaise with teaching staff to ensure data is recording is undertaken in a timely manner, investigating missing data / anomalies and supporting staff with queries relating to data and assessment recording.

5. Set up and manage systems for tracking the progress of pupils at each key stage / subject area.

6. Collate, monitor and summarise data to identify patterns / trends in pupil attainment supporting the Principal / SLT in the analysis and interpretation information.

7. Devise and produce routine and adhoc reports on pupil progress and attainment for individual pupils and cohorts of pupils for review by the Principal and SLT.

8. Prepare annual / termly reports for parents on the progress of all the pupils in the school – collating assessment data for inclusion.

9. To ensure that assessment data relating to new pupils is complete, accurate and imported onto school systems – liaising with feeder schools where required. To ensure that assessment data for school leavers is shared with destination schools as required.

10. To provide base data for the Local Authority, DfE and other agencies, completing the school census and other statistical returns.

11. To identify improvements that can be made to data recording systems and/or processes and implement as required.

12. Provide training to staff on the use of SIMS and completion of other assessment records.

13. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.