

**Position:** Data Manager (with EHCP Administration responsibility)  
**Responsible to:** Principal

**Role Purpose:**

To prepare reports using a wide range of data sources including the analysis of student achievement data to inform the Leadership Team in all aspects of school data management, and to manage and maintain up to date information on the academy database. To provide appropriate technical support to staff in using the software and interpreting information.

*Please note that you will also provide data management and EHCP administration support for the neighbouring school, Bearsted Primary Academy, wherever necessary.*

**Key Responsibilities**

**Student Data Management**

- To manage the academy's Management Information System
- To complete all statutory data returns, which may include the School Census, School Workforce Census and Teacher Assessments for all Key Stages
- To ensure that relevant data is transferred to the academy's Management Information System as required
- To manage the efficient transfer of data in readiness for the beginning of each new academic year
- To calculate and input student targets onto the academy's Management Information System on an annual basis and on an ad-hoc basis when new students join the academy throughout the academic year
- To manage all analytical systems e.g. Bromcom

**Tracking and Analysis**

- To develop and produce general reports, including data analysis and manipulation as requested by the Academy Leadership Team
- To troubleshoot data and assessment issues relating to the Management Information System, escalating any unresolvable issues to IT Services or Bromcom
- To coordinate the production and development of the academy's current and future student assessment tracking system
- To oversee the production of student progress and full written reports
- To maintain the accuracy of data held on the Parent Pay system in conjunction with the Finance Team
- To train relevant staff on the use of the MIS and the academy's assessment tracking system
- To coordinate the generation and distribution of grade sheets via the academy's Management Information System
- To provide data to academy partners, including LAT, when required
- To produce reports from the academy's Management Information System, as requested
- To support with appropriate data-related tasks when required
- To be responsible for the analysis of examination results
- To manage the production and development of The Leigh's modular assessment analysis, including ensuring the readiness of data, chasing missing grades and resolving related issues

**Role Purpose of EHCP Administrator:** To manage the annual reviews process, ensuring that correct procedures are followed and all paperwork is up to date and completed in a timely manner. To inform the Leadership Team and teachers of annual review and EHCP information / updates to procedures as and when required.

- Keep up to speed with latest procedures and paperwork for annual reviews, including using information from KELSI, DFE guidance including Code of Practice etc.
- Plan, prioritise and monitor annual reviews across academic year.
- Track status of EHCPs and requests for change of primary need etc.
- Set up and monitor the AR/EHCP meetings, including arranging rooms, invitations (to parents, Social Services, medical professionals, etc).
- Ensure that LA officers are invited to relevant meetings.
- Prepare meeting files with all new reports and relevant paperwork.
- Attend AR / transfer meetings and type reports in real time when required, providing support and advice on the process.
- Prepare all paperwork following meetings, ensuring all supporting paperwork is included.
- Record suggested changes / redraft EHCP based on advice from meeting, professional reports etc, when required.
- Ensure evidence of new diagnoses is included when required.
- Liaise with LA officers on procedures etc. when required, and ensure that latest versions of documents are being used.
- Copy and distribute completed annual review documentation securely to all parties.
- Provide support and training to new Chairs / support staff when required.
- Provide support and advice to parents on procedures / documents when required.
- Cover admin staff absence when required.

## General

### Professional Development

- To take responsibility for personal professional development
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

### Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of student
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the academy
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

## Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.