

MAPLESDEN NOAKES SCHOOL

JOB DESCRIPTION – INFORMATION STRATEGY LEADER

Reports to:	A member of the Senior Leadership Team
Pay Band:	Kent Range 8
Pay range:	Currently £25,238.00 - £28,781.00 per annum (full time equivalent)
Hours per week:	37 hours per week term time only plus 5 staff development days plus 10 additional days to be worked outside of term time. 4 of these additional days must be worked the day before and day of GCSE and A Level results days).
Normal working hours:	7.30 am until 3.30 pm Monday to Thursday and 7.30 am until 3.00 pm Friday (inclusive of a 30 minute lunch break daily).

Purpose of Job

To adopt a strategic approach to school data and use this to enhance the priorities of the School Improvement Plan and to inform the development of school improvement not necessarily covered by the SIP. For example, through the use of sophisticated data tools it may be possible to develop Pupil Premium intervention that pinpoints specific intervention needs more accurately and therefore becomes a priority for the SIP. The role is therefore strategic in that it is about making strategic suggestions as well as enhancing current strategic priorities. The role is about evaluation and advocacy of the SIP through sophisticated data analysis as part of the school's self-evaluation.

Key duties and responsibilities:

A Strategic Approach to Data

- Adopt an innovative, forward-thinking and strategic approach to the use of data in school.
- Inform SLT regarding strategic approach to behavior data ensuring exclusions, attendance, C-system and reward behavior are monitored. Patterns and strategic suggestions fed back to SLT.
- The post holder must monitor all school data throughout the academic year on a weekly basis ensuring Governors, SLT and Middle Leadership are informed of trends or anomalies that may be of concern so that priorities can be aligned with the right information and the strengths and weaknesses of the school. This is an example of the importance of the post holder to have strategic vision and understanding.
- Lead the development of current data systems, such as Power Bi across all Depts and Governors.
- Show a determination to resolve any barriers or issues with systems. If needed, act as a point of contact with EIS or any other provider as appropriate.
- Use of advanced reporting to ensure that senior staff requests for information can be provided quickly in a simple format.
- Lead strategic information driven sessions in SLT meetings as and when required to report on assessment data, trends and issues and advise appropriate action.

- Analyse GCSE, A Level and external data (such as ASP), pointing out trends and potential action points to SLT so that whole school strategy is informed.
- Be skilled in the use of advanced reporting so that bespoke reports can be provided at short notice as and when required.

SIMS

- Lead training in SIMS as appropriate and to lead the development of the use of SIMS in the school, being responsive to change over time.
- Lead training for staff in a way which links to strategic vision and links to the SIP.
- Lead the development of SIMS Apps such as SIMS In-touch and the SIMS Parent/Student App as well as external systems that will benefit the school and its stake holders.
- Maintain and extend personal expertise in specific areas of ICT to provide appropriate advice and support, and to access regularly, key ICT education web sites to keep abreast of changes and developments.
- Responsibility for ensuring SIMS and other management information systems within school are used in a way that provides maximum value for money with minimum staff/end user training so that data can be produced effectively, efficiently and in a way which is relevant to ever changing contemporary requirements.
- Manage SIMS users and access permissions as necessary.
- Amend the Pastoral structure on SIMS as required to reflect staff changes.

Line Manager to the Cover Supervisor Team

- Lead a team of Cover Supervisor staff, ensuring they are deployed effectively and being responsible for their appraisal, performance and development. The role will require regular meetings with the Cover team to ensure cover supervisors are supported and to enable their development.
- Responsibility for the management of cover including liaising with supply agencies as appropriate.

Responsibility for in-year timetable maintenance

- This will include
 - (a) Timetable rooming changes.
 - (b) Carousel rotations.
 - (c) In-year staffing changes.
 - (d) Timetable scheduling as and when required.

Working with the 'Data Team' and Student Reports

- To ensure assessment systems in school are effective and operational on a termly basis as required.
 - This may include:
 - a) Set up of assessment aspects, templates and marksheets to allow staff to enter data on a termly basis
 - b) Setting and review of student targets as necessary for each subject using FFT or other data sources as necessary
 - c) Provide colour coded cells within marksheets to inform staff if students are on track or not
 - d) Set up and maintain flight paths for all subjects where grades are 1-9 based

- e) Communicate with all staff regarding deadlines and input requirements on a term by term basis
- f) Set up summary templates in SIMS to allow the Year based summaries to be produced for all subjects. Export the necessary data into Excel for use by staff. Create summary data sets to allow targeting of student subgroups.
- g) Provide any further summary data as required by SLT/HoDs on a term by term basis.
- h) Ensure target subgroup memberships are updated and verified regularly.
- Timely distribution of student reports to parents in the form of 3 per year, one of which to include summative and formative comments. Including:
 - a) Setup and management of individual report templates in SIMS.
 - b) Checking of all data sets to ensure staff have completed data input to requirements and deadlines.

School Census and Student Data

- Responsible for the generation, verification and dispatch of all School Census returns, including:
 - a) Verification of sixth form course information, study hours and prior attainment in English and Maths
 - b) Verification of key data prior to submission of each Census
 - c) Elimination of all Census errors and the provision of explanations to the DFE where queries are identified
 - d) Submission of each Census return and verification via Collect of any queries raised by DFE or LEA.
 - e) Meeting with each relevant member of SLT and other staff ensuring Census return is accurate and signed off by all relevant staff
- Liaison with other schools and the LEA with regard to duplicate student data
- Maintain Medical database structure and update with new students as and when required.
- Manage the Year End and Year Beginning procedures in SIMS to ensure both pastoral and academic promotions occur correctly.
- Manage the import and export of all CTF files as required.
- Import professionally taken students photographs as and when required.
- Download and import any data sets from the DFE as required from time to time.
- With the assistance of the ICT Technical Team, manage and implement all SIMS upgrades and patches as required.
- Create monthly, termly and annual reports on Leavers and Joiners, Intended Destinations and other data sets and send to KCC as required.

Person Specification:

Qualifications

Essential

- At least a C/4 grade in GCSE Maths and English.
- Appropriate qualifications/experience in the use of SIMS assessment manager, School Census, timetable maintenance.
- Educated to at least A level or equivalent or have relevant vocational experience.

- Relevant qualification in ICT/business administration.
- Analytical skills

Desirable

- Vocational qualifications/experience relating to software systems
- Evidence of continuing professional development
- Formal further education qualification and /or degree in relevant discipline.

Experience

Experience of working with senior leaders to shape the School Improvement Plan and drive innovation and improvement at a strategic level using well developed analytical and communication skills. Experience of leading a team as line manager.

Skills and Abilities

- The post holder should have a proven track record of leading by example and holding others to account. For example, the post holder will be required to challenge Middle Leaders if it is clear from data analysis that staff are not inputting data with due care and consideration.
- The post holder must show leadership qualities and have excellent inter-personal skills.
- The post holder must be innovative.
- The post holder must ensure that systems do not act as a barrier to what senior staff require to ensure improved use and application of information. They must be 'solutions' driven and act in a proactive way.
- The post holder must be proactive, suggesting new practices through his/her own initiative and research into how data can be used in simple and effective ways. They must understand the school's vision and strategy and try to suggest ways forward that link to this.
- The post holder must be a team player and be prepared to show commitment and extra effort when circumstance requires this.
- The post holder must have the skills to manipulate data and present it quickly and effectively using a range of tools as appropriate.
- They must be able to learn quickly and therefore respond quickly to requests for specific data or for changes in the presentation of data.
- They must have the experience, flexibility and skills to know when to suggest a new strategic direction, to know when to direct someone and to know when to carry out a request.

Knowledge

- Fully up to date knowledge of all aspects of SIMS (including the Examination element) as well as an understanding and full engagement in future developments.
- Advanced Excel skills.
- A good knowledge as appropriate of other databases and data tools.
- A good understanding of Power Bi and experience in its application with a track record of showing how a determined approach to its use can open up doors to new possibilities.
- Understanding of leadership and management techniques in order to get the best out of teams of people.

- Understanding of how Senior Teams operate and how long term and short-term priorities shape their behavior and thinking.
- Excellent spelling, grammatical and numerical skills.

Responsible to a member of the Senior Leadership Team

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher, School Business Manager and Governing Body.