**Job Description and Person Specification**

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| **Location**  | **Bridgewater High School/ TCAT Personal Development Centre.** |
| **Job title (dual role)** | **Trust Data Manager/ Progress, Assessment and Reporting Officer for Bridgewater High School** |
| **Salary** | TCAT Support Staff Scale – Grade 8 (£32,234 - £35,745 full time equivalent)  |
| **Hours of Work** | 37 hours/ week for 39 weeks per year Pro-rated salary range (incl. holiday pay) = £27,605 - £30,612 |
| **Reporting to** | Trust Operations Director/ Bridgewater Assistant Head Teacher |
| **Structure and Relationships** | The postholder will be both a part of the Central Trust Team and a member of Bridgewater High School’s administrative team. As the Trust Data Manager, the post holder will be required to liaise with all academies, the senior leaders and administrative staff in charge of data management at all academies within the Trust and the Trust central team. As the Progress, Assessment and Reporting Officer for Bridgewater High School, the postholder will work with the academy’s Senior Leadership Team, administrative and finance staff at both sites, the Examination Officer, teaching and pastoral staff, IT technical staff |
| **Responsible for**  | Supervision of TCAT Centre Administration staff |
| **Job purpose** | The primary purposes are:* To coordinate data management processes across the Trust analysing data and providing comprehensive reporting information on Pupil characteristics, internal and external assessment data to support school improvement Trust-wide.
* To be responsible for the pupil assessment processes at Bridgewater, producing and analysing reports on pupil data using both internal and external processes.
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| **Key responsibilities** | **Trust-wide Data Management Leadership and Management*** Work closely with the Central Team and other school leaders across the Trust to develop and support systems which provide data to facilitate school improvement.
* Be responsible for the production and analysis of pupil and other data across the Trust using all relevant systems – SIMS, FFT, MAT Vision (Bromcom) and the Trust’s HR system (Civica)
* Be responsible for the development of systems to provide data to Leadership Teams on value added performance of individual schools and teachers, subjects and departments.
* Support school improvement by disseminating changes in policy and practice to Executive Leaders, Heads of School and Data Officers.
* Attend regular meetings with academy Assessment & Curriculum Leads to support data production and analysis including common ensuring common interpretation, scope and implementation of data systems in accordance with changing requirements
* Liaise with the data administrators at all academies across the Trust to ensure timely and accurate reporting to the Trust leadership and Trust Board
* Be responsible for ensuring that the processes used in data collection and analysis are streamlined, common across the Trust and support school improvement.
* Be responsible for monitoring and quality assuring data processes across the Trust
* To advise academies and staff on methods of accessing information and to provide in-house training on data interpretation, results and findings. To assist the staff in the use and understanding of data/target setting. This will include the delivery of INSET to staff using own resources and systems.
* Lead on the school and workforce census across all TCAT academies.

**Assessment and Reporting at Bridgewater High School** * Manage the process of producing interim reports for all key stages across Bridgewater High School using SIMS.
* Support the work of Bridgewater SLT in producing target data via systems such as 4matrix, FFT and MAT Vision (Bromcom).
* Support Bridgewater High School to improve the processes of assessment to enable efficient and effective methods of tracking pupil progress
* Work collaboratively with Heads of Subject, Head of Faculty and the Assistant Headteacher to continuously develop and improve assessment processes
* Manage the setup, administration and generation of pupil assessment reports using SIMS within Bridgewater High School for both whole school reporting and for individual faculties and pastoral team, customising the systems and reports as required and ensuring that these are kept up to date in line with changing requirements.
* Be responsible for training staff in the efficient and accurate operation of the SIMS assessment module, advising staff and troubleshooting technical issues as the need arises
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| **Other** **Responsibilities**  | * The postholder will be expected to provide supervision of TCAT Centre administration staff including overseeing workflows and directing workflows as necessary.
* Be aware of and comply with all policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required.
* Participate in the Trust Performance Management Process.
* To support and promote the Trust ethos.
* To undertake and other duties and responsibilities as required that are covered by the scope of the post.
* To undertake any other reasonable duties at the request of the CEO and/ or The Principal of Bridgewater High School.
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| **Other information**  | * This post is subject to an enhanced DBS check.
* This post is a cross –Trust post based out of Trust’s administrative centre based at Bridgewater High School and involves travel to and work based at the hub academies.
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**Person Specification**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| * **Relevant experience**
 | * A minimum of 2 years working in data management in the educational environment within the last 5 years

 * Experience in working in teams
* Experience in providing training other staff both on-the-job and through delivering formal sessions
 | * Experience of working in an academy or multi academy trust.
 | * A

 * A/ I
* A/ I
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| **2. Qualifications**  | * 5 A\*-C GCSEs including English and Maths
* Minimum of 2 Level 3 qualifications (A Level or equivalent)
 | * Educated to degree level or equivalent
* Relevant qualifications in at least one of the following areas: data management, MIS systems or willingness to undertake a relevant qualification
 | * A
* A
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| **3. Knowledge**  | * Advanced and developed skills in using, analysing and manipulating data
* Ability to produce detailed, clear, concise and informative reports deliverable through a variety of methods (e.g. written, presentation, verbal)
* Advanced and developed level of computer literacy including in-depth knowledge of MIS systems and MS office – Outlook/ Word/ Excel
 | * Detailed knowledge of Information Management systems, in particular SIMS, MAT Vision (Bromcom), FFT,
* Knowledge of and experience in using Power BI as a reporting tool
 | * A/I

   * T/I
* T/I
* T/I
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| **4. Competencies** | * Communicate well with a variety of people
* Analysing complex and varied information from a number of sources and resolving problems without direct reference to a manager.
* Able to work with a wide variety of people – trustees, trust employees, trust and academy leadership teams and external agencies.
* Well-organised and able to work to deadlines
* Able to prioritise and work on own initiative with little close supervision. Able to respond to unanticipated problems and situations without direct reference to a manager.
* Able to handle considerable levels of interruptions, conflicting demands and changing priorities.
* Good administrative skills and excellent attention to detail.
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  * A/I

   * A/I

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 * A/I

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 * A/I
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Key:

A = Application

I = Interview

T = Task