

Job description for the post of: Data Manager

Salary Range: NJC Scale point 29- 33 (£38,626- £42,708) **FTE** 1 **Permanent**

Responsible to: COO/CEO

Role overview:

The Trust-Wide Data Manager will play a crucial role in supporting the Trust's commitment to data-driven school improvement. In the first instance, the Data Manager will be based at Witton Park Academy, Blackburn to support the development of systems for monitoring and evaluating pupil progress. The post holder will also support the Trust's commitment to the continuous improvement of its schools through the production, analysis, and evaluation of key metrics and be able to present information in a wide range of reports to a range of stakeholders.

Main Responsibilities

- **Data Systems Development and Management**
- Lead the development, implementation, and maintenance of robust data capture systems across the Trust, ensuring data is live, accurate, accessible, and well-presented for various stakeholders.
- Work closely with the Executive Team to ensure the effective ongoing development of the Trust's data systems.
- Oversee the Management Information System (MIS) used across schools and support schools to utilise their systems fully.
- Develop and manage systems and procedures for collecting and analysing data that is live, accurate, accessible, and well-presented for a range of stakeholders, covering areas such as:
 - Attainment and progress
 - Behaviour
 - Attendance
 - Safeguarding
 - Inclusion
 - HR

Data Analysis and Reporting

- Produce statistical analyses of local, regional, and national data, including statutory benchmarks and outcomes data, to inform improvement plans.
- Conduct specific, advanced data analysis, including vulnerable group progress tracking, school-focused progress tracking analysis, and exams residual analysis.
- Generate reports on behaviour, attendance, and punctuality.

- Create concise and accurate data reports for the Senior Leadership Team to facilitate the effective management of target setting to raise standards and performance.
- Produce Trust and school-level reports.
- Prepare data for presentations.
- Lead the implementation of data quality assurance processes and ensure the timely and accurate completion of statutory returns.
- Provide information relating to attainment and achievement to managers and senior leaders in the organisation to support the analysis of academic performance
- Remain up-to-date with changes in national policy, including changes in Ofsted, DfE performance tables and national headline measures of pupil outcomes
- Support Trust Self Evaluation in line with the DfE Trust Quality Descriptors

Training and Support

- Provide support, guidance, and training to school Data Managers, ensuring consistent and effective use of data systems across the Trust.
- Lead a community of best practice in data management.
- Support individual schools in developing robust, accurate, and consistent systems for data collection and analysis, including on-site training and production of central guidance materials.
- Conduct training for staff on using the MIS and wider data reporting tools to ensure consistent use of data systems across all schools
- Keep abreast of current guidance and best practice in relation to target setting and the effective use of data.

Alignment with Trust and School Values

- The post holder will embody the core AtC Trust values, driving a culture of continuous improvement, fostering a sense of community, and working in partnership with all stakeholders.
- Demonstrate a commitment to the values of AtC Trust and its schools, specifically focusing on achievement, belonging, collaboration, and prioritising the well-being and development of every child.

Core Competencies

Organisation: Excellent organisational skills with the ability to manage workload, work under pressure, and meet deadlines

People Management: Ability to work as part of a team and independently, using own initiative. Friendly, professional, and respectful approach that demonstrates support and mutual respect

Verbal & Written Communication: clear and effective communication with a range of stakeholders, including senior leaders, staff, contractors, and external agencies.

Critical Thinking: ability to analyse complex information, identify problems, and develop strategic solutions.

Prepared by: Jane Chambers

Date: 08/07/2024

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification for the post of: Data Manager	Essential	Desirable
Qualifications and Experience		
5 GCSEs or equivalent including English and Mathematics	✓	
'A' Level or equivalent/good degree		✓
Information Management qualification		✓
Evidence of relevant continuous professional development	✓	
Evidence of a full driving licence and ability to travel across the Trust estate.	✓	

Experience

Experience of managing data in an education setting	✓	
Experience of managing the setup and maintenance of Management Information Systems in an education setting	✓	
Experience of using a variety of software packages and managing management information systems and databases	✓	
Experience of producing reports for leaders and other stakeholders relating to key performance indicators	✓	
Experience of measuring performance against national and local benchmarks	✓	
Experience of managing systems and processes within an organization	✓	

Knowledge and Skills

Knowledge of key performance measures and access to resources produced by the DfE and Ofsted	✓	
Knowledge of how the use of data can be used to improve performance and input into developing strategies	✓	
Knowledge of career paths and/or higher education & willingness to learn more		✓
Excellent working knowledge of the appropriate use of ICT with respect to data collection and analysis to identify areas of focus	✓	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, including Data Protection	✓	

Ability to communicate with a range of educational professionals, providing advice and guidance on MIS and data analysis	✓	
Ability to work as part of a team and independently, using own initiative	✓	

Demonstration of AtC values of Achieve, Belong Collaborate

Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate	Y	
Belong: ability to foster good working relationships with colleagues at all levels. Ability to motivate colleagues to understand the importance of Health and Safety as the norm and not as a chore	Y	
Collaborate: ability to lead by example, setting high standards for self and others. Be able to influence and persuade others to complete routine and non-routine work independently.	Y	

Achieve	Belong	Collaborate
ensuring all children have the knowledge, skills and character to shape future success for themselves and their world.	individual schools united through common purpose and shared values	share good practice, support schools, provide opportunities for children, staff and our communities