**Data and Exams Manager**

**A. Systems and Data Management**

* To record, analyse, audit and report data using the Academy MIS (SIMS) in a timely and accurate manner; to include target grades, progress, attainment, achievement of key groups of students including Pupil Premium at all key stages.
* To maintain, complete and report on the academy census.
* To access, manipulate and download data from sources such as DFE, FFT, SISRA, SIMS, NOVA-T6 as required.
* To work closely with SLT to construct the academy Timetable and administer the timetable on NOVA T6.
* To manage all data required by the Academy for external and internal use.
* Maintenance and production of accurate assessment and reporting data within the Academy MIS database.
* To lead on planned and daily cover within the academy and communicate with external agencies where needed.
* To lead on and provide administrative and clerical support for all aspects of educational services, but specifically within all student and staff data, Assessment and Recording.
* To be responsible for the exemplary maintenance of student records.
* To line manage our existing exams officer and be responsible for the smooth running and administration of all public examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring that the Academy adheres to all Awarding Bodies’ regulations. Be responsible for the running of all internal and external exams.

**B. Data Tracking, Targets & Assessment Support**

* Assist in target setting for KS3,4 and 5, ensuring that targets are challenging, accessible and communicated well.
* To establish and maintain internal tracking at KS3, 4 and 5 to support SLT in strategic decisions around pupil progress.
* To attend HOY/HOD/SLT meetings as required by the Headteacher.
* To produce and present regular analysis of student data for the leadership group and HOD to inform and support improved attainment and progress.
* To produce headline measures from each data collection with comparisons against academy and national trends.
* Setting up new grade sets and templates as required to match the curriculum to the structure.
* To liaise with subject leaders regards examination results and required data support.
* To generate and map study levels in SIMS, liaising with timetable to ensure data can be entered accurately.

**C. External Monitoring**

* To keep an up to date awareness of changes and trends in data use (recording, reporting etc.) and purpose in an educational setting, informing others as necessary, working alongside the Standards team to ensure best practice.
* Work with the Standards team to monitor the Educations landscape to predict trends and identify data solutions to best harness and prepare for change and deliver in the Academy Development Plan
* To keep abreast of current legislation, guidance, requirements and best practice in relation to target setting and the effective use, and management of data.

**D. Reporting**

* To report Academy outcomes from the summer examinations to Leadership group, Head Office and other stakeholders as required
* To support the Office Manager with the completion of the Student Census as required.
* To be responsible for other requests for information as necessary, ensuring that the information is accurate, completed within agreed time scales, and approved by the Headteacher.
* To oversee the academy’s commitments for the report of data to/from Head Office, including Department for Education and other agencies making sure that our commitments are met and that data transferred is accurate and reliable.
* To provide E-ACT with data as requested.

**E. Examinations**

* To lead the examinations team and oversee the effective and smooth management of examinations, keeping abreast of external requirements.
* To manage the workload of the designated staff, covering all aspects of all examinations and data support.
* To be responsible for examination entries for external exams to the respective examination boards for all public exams.
* Liaise with senior members of staff, ensuring that the correct entries are made for all examinations.
* To liaise closely with the member of the Leadership Team responsible for disseminating information about public examinations to staff, students and their parents.
* To be responsible for daily running of public examinations including practical’s and to inform the Site Manager about arrangements that need to be made for examination rooms
* To recruit, train and manage exam invigilators
* To liaise with access arrangements in conjunction with the SENCO, and other requirements related to the smooth running of the examination system for students with special needs.
* To provide relevant statistics on examination entry and examination results to the Headteacher, Ambassadors Group and DfE.
* To maintain and update exam related policies in line with latest legislation.

**F. Training and MIS Support**

* To support all levels of end users in the Academy Information System (MIS) (SIMS) in utilising data effectively.
* Prepare and publish SIMS user guides, updates, shortcuts and support SIMS induction and training processes within the Academy.
* Be responsible for collating training needs and organising training for the academy both individually and collectively.
* Organise and chair user groups to spread best practice of SIMS / SISRA / Marksheets for all staff
* Support Academy staff with improving access to data and developing reports relevant to their roles.

**G. FOI, DPA & Confidentiality**

* To provide data required for Head Office and any appropriate external agencies adhering to best practice, Data Protection, Confidentiality liaising with the Headteacher as required.
* To report any Freedom of Information Requests received to the Headteacher and refer them to Head Office.
* Ensure data is collated, processed, stored and transferred in accordance with principles of best practice in data handling, Data Protection and confidentiality.
* To be the Data Protection Officer for the Academy.
* To work with the ICT Service Delivery Manager and HR Manager to ensure staff are aware of the obligations upon them in terms of Data Protection, Confidentiality and Freedom of Information.

**Other Specific Duties**

* To perform such duties as the Headteacher and their delegate, may from time to time determine commensurate with grade.
* To promote equality, diversity and inclusion demonstrate this within the role, adhering to the Academy Equal Opportunity Policy
* North Birmingham Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment for all children and young people that they are either responsible for, or come into contact with.
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health & Safety.
* To undertake appropriate professional development including adhering to the principle of performance management.
* To adhere to Confidentiality and Data Protection Policies and to any relevant Internet Code of Practice.
* To adhere to the ethos of North Birmingham Academy.
  + To promote the agreed vision and aims of the Academy
  + To set an example of positive personal Integrity and professionalism
* Attendance at staff meetings as appropriate

**Line Management and Supervision Provided**

* To undertake recruitment, induction, appraisal, training and mentoring for line managed staff.
* Line Management is Exams officer.
* To line manage the Examination Invigilators.
* To hold regular meetings with line managed staff.

**Line Management and Supervision Received**

* Supervising Officer: Deputy Headteacher.
* Level of Supervision: Left to work to established guidelines subject to scrutiny by supervisor.
* External organisations, Ambassadors, Teaching Staff, Support Staff, Students, Parents and Carers.

**Hours of Work**

* 36.5 hours per week all year round (52 weeks per year).
* Attendance is required on the Academy results days: the days of which vary each academic year.

**Review**

* This job description will be subject to annual review. It may be amended at the request of the Headteacher, Line Manager or postholder after consultation.

**Postholder Signature**………………………………………………………………………………………………………

**Date of Signing**………………………………………………………………………………………………………………..

**Line Manager Signature**…………………………………………………………………………………………………..

**Post Title**………………………………………………………………………………………………………………………….

**Date of Signing**…………………………………………………………………………………………………………………

**E-ACT is committed to safeguarding and promoting the welfare of it’s students and expects all employees and volunteers to share this commitment.**

**E-ACT is committed to promoting quality of opportunity and diversity and expects all employees and volunteers to share this commitment.**

**OUR VALUES**

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| --- | --- |
| **Thinking Big** | * Show energy, enthusiasm and passion for what you do * Demand the highest quality in all that you do, and in the work of your team * Willing to champion new ideas and think beyond the status quo * Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better * Be open to new ideas and change where it will have a positive impact on the organisation * Show a willingness to embrace different ideas and ways of thinking to improve E-ACT * Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work * Commitment to self-development, and developing your wider Team * Ability to self-reflect on yourself, your performance, and to think about how this could be improved further * Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence |
| **Doing the Right Thing** | * Have integrity and honesty in all that you do * Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work * Take responsibility and ownership for your area of work * Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils * Be transparent and open * Be resilient and trustworthy * Stand firm and stay true to our mission |
| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual * Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission * Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level * Recognise and celebrate the success and achievements, no matter how small, of your colleagues * Be generous with sharing your knowledge to help to develop others * Understand and be willing to receive suggestions and input on your area of work from others * Support your colleagues, even when this means staying a little later, or re-prioritising some of your work * Be aware of other peoples’ needs and show an ability to offer genuine support * Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams |

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| **Post holder Signature: ...............................................................................................................** |
| **Date of Signing: .........................................................................................................................** |
| **Headteacher Signature: .............................................................................................................**  **Date of Signing: .........................................................................................................................** |