Job Description

Job title	Student Data and Progress Manager	Grade	LBR 8
Reports to	Assistant Headteacher		

Purpose of job

To take a strategic lead in the development of efficient performance and progress data systems throughout Valentines High School in order to raise standards and give the best possible offer to the students.

Main duties and responsibilities

Strategic Management

- To set up and maintain systems which can be used to meet the data needs of the school.
- Provide staff training and literature on specific aspects of SIMS, 4Matrix and ALPS Connect
- Support and improve the use of SIMS by staff generally.

Data Management of school information system (SIMs)

- To work with the Assessment Lead to provide all data analysis and produce in-depth, relevant, and user-friendly reports to enable staff and governors to monitor and track pupil achievement throughout the school
- Co-ordination and completion of statistical examination, assessment & government returns
- Create and oversee the maintenance of the assessment database and ensure that assessment data held on pupils is accurate and complete
- Manage all data analysis and produce in-depth, relevant, and user-friendly reports to enable staff and governors to monitor and track pupil achievement throughout
- Create up a bank of reports as required which can be used and accessed when needed by staff
- Set up and manage systems for tracking the progress of pupils at each key stage including SIMS, 4 Matrix and ALPS Connect.
- Set up and maintain subject specific mark sheets in line with school policy.
- Manage the production of reports to parents on the progress of all the pupils in the school Provide base data for external projects and providers, including Fischer Family Trust (FFT)
- Import and check target setting data from FFT/ASP/Data Dashboard
- Produce Target data sheets for each teaching group
- Produce annual outcomes as required. For instance, for reporting by the Headteacher of his/her representative at open evenings etc
- Explore and develop other software applications to facilitate school operations including SIMS Discover and the use of SIMS Learning Gateway or a similar system

- Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS
- Co-ordinate collection of data amongst staff, setting clear and workable deadlines for data collections.
- Maintain Provision maps and interventions tracking
- To co-ordinate and oversee production of student reports
- Provide attendance data and reports on a weekly basis
- Oversee the setting up of SIMS Behaviour Management to provide behaviour and reward reports on a regular basis.

Organisation

- Maintain a clear understanding of the General Data Protection Regulation (GDPR) and the implications that it has for managing school data, and help to ensure that the School complies with all applicable data protection regulations.
- To provide training on data interpretation and the understanding of reports produced to governors, staff, parents/carers and students.