

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



SIMS and Data Manager

Job Description & Person Specification

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Job Description

Reporting to:	Assistant Headteacher
Key Contacts:	Leadership Team, Teachers, Support Staff, Students, Parents, External agencies
Location:	Based at Poltair School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust
Salary Grade:	Grade H, 37 hours per week, Term Time plus 15 days

Core Purpose:

- ❖ Lead on the effective collection, collation, processing, distribution and detailed analysis of data
- ❖ Liaise closely with senior leaders in the data management process
- ❖ Contribute to the creation and management of the school timetable
- ❖ Responsible for the maintenance of the school's information management system

Main Duties and Responsibilities:

Responsible for SIMS:

- ❖ Take the lead role in the development, maintenance and management of record/information systems
- ❖ Input of data using SIMS packages to assist with the fully integrated student database
- ❖ Awareness of external SIMS training and matching this to internal need
- ❖ Prepare and deliver SIMS training in house to appropriate cohorts of staff
- ❖ Supervision of data input to ensure accuracy
- ❖ Setting up of new systems to meet the needs of the Senior Leadership Team, Heads of Year and Curriculum Leaders
- ❖ Responsible for the School Census statutory returns, 3 times per year
- ❖ To be responsible for SIMS housekeeping routines / end of year procedures
- ❖ Reporting on all data held within SIMS
- ❖ Ensure accuracy of records held within SIMS in respect of free school meals, pupil premium (PP), looked after children (LAC), English as alternative language (EAL) and prior attainment data
- ❖ Liaise with the local authority to ensure data held is accurate and up to date
- ❖ Co-ordinate with SENDCO to ensure all SEND information is accurate and up to date
- ❖ Prepare SIMS for the coming academic year and perform student curriculum assignment in SIMS
- ❖ Support and liaise with attendance officer regarding attendance data and processes
- ❖ Liaise with IT Team and SCOMIS to resolve any SIMS issues or queries

Responsible for School Data:

- ❖ Setting up of SIMS Assessment Manager and transferring all school data from Microsoft Excel
- ❖ Input data accurately and efficiently using SIMS Assessment Manager
- ❖ Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- ❖ To be one of the GDPR Champions for the school, to support in providing information required to respond to Subject Access Requests (SARs) and Freedom of Information (FOI) requests
- ❖ Write, design and produce reports illustrating trends in school data
- ❖ Liaise with Curriculum Leaders, Heads of Year and Senior Leadership Team in producing information to raise student achievement.
- ❖ Be responsible for completion and submission of complex forms, returns etc to SLT, governing body and to outside agencies e.g. Department for Education
- ❖ Provide data to inform whole school and individual student targets
- ❖ Produce and update student targets and assessment information as per assessment calendar
- ❖ Produce data reports to inform parents of individual student progress
- ❖ Provide detailed analysis of student targets and assessment information to Curriculum Leaders and Senior Leadership Team.
- ❖ Liaise with Examinations Officer regarding external/internal data produced from the examination process, provide analysis of examination results
- ❖ Provide recommendations on school data collection, methods of analysis and methods of collection
- ❖ Provide organisational and administrative support to other staff as required
- ❖ Undertake research and obtain information to inform decisions.

Responsible for the school timetable:

- ❖ Work with the Deputy Headteacher to produce the school timetable
- ❖ Prepare the school timetable for use including allocation of teachers and rooming
- ❖ Liaise with the Deputy Headteacher responsible for the timetable, Heads of Year and Curriculum Leaders to create class lists
- ❖ Process any in-year changes to timetables, class lists and curriculum assignments
- ❖ Support the KS4 options process

Responsible for Reporting:

- ❖ Set up, produce, and maintain the school reporting system
- ❖ Publish reports as per assessment calendar
- ❖ Contribute to whole school discussions about the reporting cycle and its ongoing development
- ❖ Work closely with other administrative staff regarding school reporting system tasks

General responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times
- ❖ To work effectively with other members of staff to meet the needs of all students
- ❖ To work with professionalism in line with the Trust's Code of Conduct
- ❖ To attend staff meetings and Trust-based INSET as required
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate
- ❖ To be aware of and adhere to all applicable Trust policies and procedures
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job
- ❖ This Job Description may be amended at any time in consultation with the postholder

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> ❖ Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard of education) ❖ Relevant Level 3 qualifications (A-Level, BTEC etc) 	<ul style="list-style-type: none"> ❖ Degree level qualification or equivalent ❖ Relevant training and/or qualifications in an IT or Data field 	Application Form / Interview
Experience	<ul style="list-style-type: none"> ❖ Working knowledge of Excel and strong ICT Skills ❖ Previous experience of working in a Data role, including effective data reporting and analysis ❖ Experience of working in a fast-paced environment 	<ul style="list-style-type: none"> ❖ Have a working knowledge and understanding of a Secondary School environment ❖ Previous experience of working with SIMS ❖ Proven experience and knowledge of data functions within secondary education 	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> ❖ Excellent numeracy and statistical skills, including the ability to manipulate and analyse large volumes of data ❖ Excellent communication skills with the ability to communicate data effectively to a range of stakeholders ❖ Excellent organisational skills, including the ability to use own initiative and be proactive in the management of own workload in order to meet strict deadlines ❖ Ability to work confidentially and with attention to detail to maintain accurate records ❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding 		Application Form / Interview

	<p>of children and young people</p> <ul style="list-style-type: none"> ❖ Demonstrates an awareness, understanding and commitment to equality and inclusion 		
Personal Qualities	<ul style="list-style-type: none"> ❖ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues ❖ Professional, reliable and honest ❖ Adaptable and able to work under pressure 		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> ❖ Collaborate – ability to work effectively as a team ❖ Empower – ability to take initiative and problem solve in order to improve performance ❖ Leadership – To lead by example and achieve shared goals ❖ Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview



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