



Newquay Tretherras

# Data Officer

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Purpose of the Post:	To work closely with the Director of Data & Analysis in using data to constantly understand the context of all students at Newquay Tretherras whilst using the information to continually raise standards across the school.
Reporting to:	Director of Data & Analysis and Senior Leadership Link
Location:	Based at Newquay Tretherras 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 G
Hours:	37 hours per week term time plus INSET plus 12 additional days. A flexible approach to working hours is required.

## **Principal Responsibilities:**

- ❖ Assist with the effective collection, collation, processing, distribution and analysis of data
- ❖ Support the maintenance of the school's information management system
- ❖ Support the maintenance and use of supporting products around items such as behaviour management

## **Responsibilities relating to SIMS:**

- ❖ Support the development, maintenance and management of record/information systems
- ❖ Supporting the setup and maintenance of SIMS Assessment Manager
- ❖ Awareness of external SIMS training and matching this to internal need
- ❖ Deliver SIMS training in house to appropriate cohorts of staff
- ❖ Supervision of data input to ensure accuracy
- ❖ Support the admissions officer with information relating to students transferring between schools

- ❖ Assist the preparation and population of the termly School Census statutory returns
- ❖ Support the running of the SIMS housekeeping routines / end of year procedures including student curriculum assignment
- ❖ Reporting on all data held within SIMS
- ❖ Ensure accuracy of records 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 IT Team and SCOMIS to resolve any SIMS issues or queries.

**Responsibilities relating to School Data:**

- ❖ Checking data accuracy within SIMS Assessment Manager and other related products
- ❖ Use data analysis systems and produce detailed reports/information as required
- ❖ Support in providing information required to respond to Subject Access Requests (SARs) and Freedom of Information (FOI) requests
- ❖ Assist with the completion and submission of complex forms and returns to SLT, governing body and to outside agencies e.g. Department for Education
- ❖ Support the production of assessment information as per assessment calendar
- ❖ Produce data reports to inform parents of individual student progress
- ❖ Assist in the provision of detailed analysis of assessment information to Senior and Middle Leaders within the school
- ❖ Liaise with Examinations Officer regarding external/internal data produced from the examination process, provide analysis of examination results
- ❖ Provide organisational and administrative support to other staff as required.

**Responsibilities relating to the school timetable:**

- ❖ Work with the Director of Data & Analysis on the maintenance of the school timetable
- ❖ Support the processing of any in-year changes to timetables, class lists and curriculum assignments
- ❖ Support the KS4 and KS5 options processes.

**Responsibilities relating to other systems:**

- ❖ Liaise with the Assistant Headteacher in charge of behaviour to ensure the behaviour management system (currently Class Charts) is up to date and effective
- ❖ Assist with the maintenance of information within data analysis systems such as SISRA Analytics
- ❖ Support teaching staff in their understanding and use of systems, as appropriate
- ❖ Work closely with other administrative staff regarding school reporting system task

**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 pupils.
- ❖ 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"> <li>• 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)</li> <li>• Relevant Level 3 qualifications (A-Level BTEC etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level qualification or equivalent</li> <li>• Relevant training and/or qualifications in an IT or Data field</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>• Working knowledge of Excel and strong ICT Skills</li> <li>• Experience in data manipulation and analysis</li> <li>• Strong administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with SIMS</li> <li>• Proven experience and knowledge of data functions within secondary education</li> </ul>	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Excellent communication skills with the ability to communicate data effectively to a range of stakeholders</li> <li>• 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</li> <li>• Ability to work confidentially and with attention to detail to maintain accurate records</li> <li>• Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>• Demonstrates an awareness, understanding and commitment to equality and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent numeracy and statistical skills, including the ability to manipulate and analyse large volumes of data</li> <li>• Have a working knowledge and understanding of a Secondary School environment</li> </ul>	Application form/Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• 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</li> <li>• Professional, reliable and honest</li> <li>• Adaptable and able to work under pressure</li> </ul>		
Values Related Qualities	A commitment to promoting the ethos and values of CELT:		Application Form / Interview

	<ul style="list-style-type: none"><li>• <b>Collaborate</b> – ability to work effectively as a team</li><li>• <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li><li>• <b>Leadership</b> – To lead by example and achieve shared goals</li><li>• <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li></ul>		
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