

### Job Description

<p><b>POST:</b></p> <p><b>RESPONSIBLE TO:</b></p> <p><b>SALARY:</b></p> <p><b>WORKING PATTERN:</b></p> <p><b>DISCLOSURE LEVEL:</b></p>	<p>Data and Assessment Manager (Member of extended Senior Leadership Team)</p> <p>Deputy Headteacher (Quality and Standards)</p> <p>PO1 Scale 33-36 £25,982.41 - £28,635.16 (pro rata)</p> <p>36 hours per week –Term-time, 40 weeks</p> <p>Enhanced – Bebington High Sports College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.</p> <p><b>This job</b> description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post. The post is term-time, 40 weeks.</p>
<p><b>RESPONSIBLE FOR:</b></p>	<ul style="list-style-type: none"> <li>• Developing and supporting the school MIS system and other data output systems</li> <li>• To be responsible for all data management and analysis across the school (including data on assessment, attendance, punctuality and behaviour) as directed by The Deputy Head Teacher (Quality and Standards).</li> <li>• Importing data into the schools MIS and data output systems.</li> <li>• Providing training, support and guidance to colleagues on the use of data, management information systems and data software tools for education.</li> <li>• Producing for Senior leaders, staff and other stake-holders, a range of clearly presented data reports from a variety of sources to support the analysis of pupil attendance, attainment, progress and whole school performance, including comparable data from previous results.</li> <li>• Keeping Senior Leaders up to date on current guidance and best practice for national benchmarking data and advise on the implications of any change</li> <li>• Reviewing and developing the school’s systems for monitoring, reporting, analysing and presenting data.</li> </ul>



	<ul style="list-style-type: none"><li>• Ensuring that data from external agencies is downloaded, communicated and inputted into school management information systems.</li><li>• Responsible for School Census &amp; School Workforce Census.</li><li>• Managing the school’s assessment and reporting systems in consultation with the Deputy Head Teacher and Assistant Head Teacher (Quality and Standards)</li><li>• Working closely with the examinations officer to utilise examination and reporting data effectively.</li><li>• Undertaking any other work in relation to the role, as directed by the Headteacher and Line Manager.</li><li>• Act as Data Protection Officer.</li></ul>
	<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.</p> <p>Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.</p> <p>The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.</p> <p>The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.</p> <p>The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p><b>The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.</b></p> <p><b>The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.</b></p> <p><b>The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.</b></p>



