

## JOB DESCRIPTION

**POST:** Data Manager

**GRADE:** Grade 6 (SCP 16–22)

### RELATIONSHIPS:

The post holder is accountable to the Principal & Vice Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### PURPOSE:

To lead the development, management and effective use of academy data systems within the academy, to support the Senior Leadership Team in the tracking and monitoring of pupils across all year groups and to maintain a quality assurance process for auditing digital and paper pupil records and ensure, where possible, records are stored electronically.

### MAIN DUTIES & RESPONSIBILITIES:

- To oversee and develop the academy's use of strategic and operational data and systems within the academy – specifically Arbor.
- To lead the development, management and effective use of academy data systems, including the academy's Management Information System (MIS).
- To support the Senior Leadership Team (SLT) in tracking and monitoring the progress of pupils across all year groups relating to achievement.
- To work with SLT and (Head of Department) HOD's to ensure that Progress checks and Profiles are completed accurately and produced in a timely fashion and support the SLT in running parents' evenings and Academic Review Days.
- To support the SLT and Behaviour Support Team in tracking and monitoring the behaviour and rewards data across all year groups, and implementation of the Interventions module.

### Wey Valley Academy

Matt Britt, Chief Education Officer  
Fay MacRitchie, Chief Executive Officer

01305 817 000

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Dorchester Road, Weymouth, Dorset, DT3 5AN

- To produce and present clear, concise and accurate information to support the SLT and governance in raising standards of performance in the academy.
- To lead on all aspects of data collection, analysis and dissemination.
- To support examination and assessment arrangements, with the examinations officer.
- To support the implementation, development, management and control of the academy MIS and other assessment systems relevant to the academy.
- To oversee and update information held on academy databases including changes to timetable exchanges, assessment examination data and any other data requirement.
- To complete end-of-year processes and promotions on Arbor.
- Ensure that pupils timetables are correct and accurately reflect where the student should be within the school building.
- To be responsible for the annual programming of the timetable in liaison with the Principal including the creation of staff and pupil timetables, resolution of clashes, testing, synchronizing to Arbor, on-going maintenance including changes, processing timetable requests for staffing and room changes.
- To produce pupil reports, including the setup of assessment aspects and mark sheets for the collection of data.
- To provide instructions, support and training to facilitate teachers in the entry of data according to published deadlines.
- To provide instructions, support and training for teachers and support staff to be able to effectively use the schools MIS system.
- To liaise with other agencies as appropriate to ensure a full and accurate picture of attainment for all pupils.
- To coordinate the collection, entry and extraction of data required to ensure statutory and other statistical returns are completed accurately and within published deadlines.

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- To manage the distribution of reports including pupil reports, progress tracking reports, examination and assessment and any other data, including online publication.
- To provide statistical analyses of data as requested by SLT in terms of curriculum area, Subjects, Year Groups and any other cohorts and groups to analyse performance and identify progress and under achievement.
- To supply other data as requested by SLT and governance.
- To ensure the impact of Arbor across the Academy is manageable.
- To oversee the school admissions process for in-year admissions and the transition of Year 6 students starting secondary school in September.
- To manage and support the Data Assistant.

#### GENERAL:

- To promote and support Authentic Educations culture of “courageous, innovative and excellent” and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.

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- To be courteous to colleagues and provide a welcoming environment to visitors.

### ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: ..... Date: .....  
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

**AEG is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**

*Courageous, Innovative, Excellent.*

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