

Data & SIMs Manager

Job title	Data & SIMs Manager
Salary range	Grade E: £25,833 - £28,791 fte
	37 hours per week, term time only + 2 weeks (fixed term contract)
Line management	The role is line managed by the Deputy Headteacher
Job Purpose	
The Data & SIMs Manager will work alongside the leadership team to provide effective management in the development of reporting systems, and the deliverance of accurate database and statistical information relating to staff and pupils for all management reporting purposes.	
Responsibility Area	Task
Data Management	<ul style="list-style-type: none"> • Responsibility for coordinating all areas of data input, output and integrity; providing senior leaders with specific data in an appropriate format to allow for further analysis and reporting. • Provide accurate and informative assessment data for senior leadership team and classroom teachers indicating pupil progress levels at given assessment points in the year. • Support senior leaders with the administration of school student tracking and reporting processes • Report outcomes from data analysis to Faculty Leaders. • Present to whole staff, highlights of data analysis. • Open close and monitor data drops through the year, working alongside teachers and faculty leaders to ensure that data is available termly. • Evaluate quarterly data identifying progress within groups and subjects across the school • Responsibility for the assessment module, set up aspects, templates and mark sheets, import data from other systems and collate for quarterly and annual reports. • Provide individual and class progress reports pupils and information on pupil progress to staff and for reporting to parents. • Run reports as requested. • Manage/implement School data tools/systems, keeping up to date with system changes • Export information as needed for external data systems and for mail merging for other purposes. • Import data from third party sources and ensure complete accuracy of the data is maintained. • Use alternative data sources to check the accuracy, follow up and amend any data received if inaccuracies found. • Develop and implement an annual assessment calendar with regard to data collecting and reporting.

	<ul style="list-style-type: none"> • Manage the CPOMS incident recording system including the maintenance of the pupil data base and staff accounts, producing data reports as requested by SLT
SIMS Management	<ul style="list-style-type: none"> • Take the lead role in planning, development, design, organisation and monitoring of the CHS SIMs • To ensure data is collected efficiently from sources including external assessment tools and teaching staff. • Ensure SIMS products are maintained and updates completed including SIMs teacher app ensuring correct access rights are granted and that all drop down menus are correct for level of access. • Set up all new SIM users and allocate access rights, setting up new teachers including SIMs log in information and apply timetable to all new staff. • Train new users and act as point of contact for day to day queries. • Be responsible for, and liaise with other members of staff in the completion of appropriate returns of information to the DfE and EFA including the censuses. Ensure all statutory returns are returned promptly and within agreed deadlines i.e. mobility/turbulence, Year 11 tutor group and traveller returns. • Administer the importation of new pupils' CTF files. • Create and maintain data structures in SIMS to store academic student data including prior attainment, targets, teacher assessments • Produce reports relating to admissions/leavers, attendance, behaviour, exclusions, staff absence as required • Support the admin team to ensure that all documents uploaded to SIMs follow naming conventions. • Support SIMs users with the customisation of their homepage in SIMs. • Train all staff in the use of SIMS activities module.
Registers and attendance	<ul style="list-style-type: none"> • To ensure that the classroom monitor module is accurately tracking attendance for all daily periods. • To develop, set up and maintain breakfast club and after school club registers including: creation of grade sets for different club names, use of templates for registers, add/remove pupils accordingly for club registers. • Ensuring club name is listed for tutors to see, rolling over clubs week-on-week, setting up the folder for clubs on a termly basis and providing information for short breaks reports. • Support admin with attendance issues, e.g., codes/procedures. • Carry out year-end procedures on SIMS including pupil leavers, and on an ad hoc basis when pupils leave or join during the year. • Back up information according to schedule including morning a.m. and p.m. procedure and exclusions. • Produce attendance reports for individual pupils and groups as requested by SLT, pastoral team, parent partnership manager or tutors. • Ensure correct coding is used for absence including on closure days etc. • Liaise with the pastoral team with regard to missing register marks.
Timetable	<ul style="list-style-type: none"> • Provide technical support for Nova T4 amendments and alter curriculum plan and, working alongside the Deputy Headteacher, design, create and update timetables when necessary including non-class codes etc. This may include the addition or removal of blocks within Nova T4. • Enter non-class codes e.g. regular meetings onto staff and room timetables. • Amend subject list and ensure new subjects are live as appropriate.
Groups including Pupil Premium	<ul style="list-style-type: none"> • Ensure that all group indicators are kept up to date and generate reports, as necessary.

Other	<ul style="list-style-type: none"> • Update staff as appropriate to share best practice. • To be the point of contact for staff who have queries relating to all data held. • Ensure all data is sensitively handled and confidentially maintained with regard to the Freedom of Information Act, GDPR 2016 and Data Protection Act 2018. • Undertake personal development through training and other learning activities including performance management as required
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Please note this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Data & SIMs Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role as directed by the Headteacher.

Notes: This job description may be amended at any time in consultation with the postholder.

Last review date: 13.7.20

Next review date: September 2020 at time of Objective setting meeting

Headteacher/Line Manager's signature.....

Date.....

Post Holder's Signature.....

Date.....

Person Specification

	Essential	Desirable
Qualifications and knowledge		
GCSE A-C in English and Maths	✓	
Experience		
In depth knowledge of MIS systems including SIMs and other data packages (Nova T4, CPOMs, Classroom Monitor)	✓	
Analyse and present data accurately to a range of stakeholders	✓	
A sound knowledge of SIMS Assessment and lesson monitor modules including the setting up and use of assessment marksheets, aspects, grade sets and result sets with the ability to export and sort data to inform pupil annual and quarterly reports to parents and for EHCPs	✓	
An understanding of school progress data	✓	
Skills and abilities		
Experience of working in a similar role in a school environment.	✓	
Highly ICT literate and proficient user of Excel and other databases	✓	
Personal qualities		
Pro-active and highly organized with a good eye for detail	✓	
Ability to multi-task, work to tight deadlines, and remain calm under pressure	✓	
Ability to work on their own initiative	✓	
Ability to communicate well to a wide range of audiences	✓	
A genuine passion and belief in the potential of every pupil	✓	
Demonstrates confidentiality and discretion	✓	