

## Job Description

**Post:** SIMS and Curriculum Manager with responsibility for Exams and Data Systems

**Full time, permanent**

**Salary Grade:** I 1-3 depending on experience

**Line Manager:** Senior Assistant Principal

**Responsible for:** Exams and Data Officer - Line managing them so that they fulfil all aspects of their role expertly in order to provide a highly effective service and be their Performance Management appraiser.

## Overarching responsibilities of this post:

The post-holder will provide effective support to the Senior Assistant Principal and Senior Leadership Team enabling them to successfully lead on the raising standards agenda, curriculum and assessment. This will include ensuring that the Exams and Data Officer role has secured the collection, collation and storage of assessment data.

The SIMS and Curriculum Manager is responsible for end to end process associated with their role and will:

- Create and publish in conjunction with SLT a calendar of all curriculum assessment and data activity.
- Ensure that the administration and organisation of external and internal examinations and assessments is thorough so that the exams season runs efficiently and smoothly in line with all regulations.
- Support all aspects of administration to allow the Academy to run effectively.
- Improve the use, effectiveness and impact of FRA data systems.
- Work with the Senior Team and Senior Data and Insights Analyst in the development of the MIS and all associated software including Assessment Manager, Go4Schools, 4Matrix, SISRA and any other MIS systems for data.
- Work with the Senior Team and Senior Data Analyst to ensure timely maintenance of all school data held within the MIS including any data collection and in-house data checks to ensure all returns are accurate, appropriate and fit for purpose.
- Work with the Senior Team and Senior Data and Insights Analyst to ensure processes involving student assessment and reporting are within the MIS as per the school reporting calendar and to ensure staff adhere to deadlines and that appropriate action is taken when deadlines are missed.
- Ensure reports are created and sent out in a timely manner.

## Specific tasks:

- Participate in the strategic decision making of the academy relating to all aspects of data information systems as and when required by the Principal and Leadership Team.
- To be the SIMS manager, staying up to date with SIMS capabilities in order to drive school improvement and to ensure that SIMS modules are up to date and populated with accurate data to assist the smooth running of the academy - thereby ensuring that SIMS module are used effectively to develop the Academy, ensure the operational functions of the academy and to make the timetable work and be fit for purpose.
- Construct, adapt and develop the schools MIS systems.
- Lead and proactively promote, collaboration and drive the use of data across the school, acting as a lead practitioner and coach where necessary. Thereby working closely with middle and senior leaders to ascertain information requirements and provide relevant solutions.
- Provide strong support to staff: Audit their needs/skills gaps, develop and deliver a data-training programme for relevant staff through Training Days and one to one training: support teaching staff in the use of data to raise standards of student and staff performance; support non-teaching staff in using data systems to improve their productivity both in the short and long term.
- To assist the Senior Team in analysing national data documents, including for example IDSR and prepare summary findings and reports which can then be presented to middle and senior leaders and the Drive Team.
- To assist the Senior Team analysing internal data after each data drop and prepare summary findings which will be presented to middle and senior leaders and the Drive Team.
- Create and develop a suite of tools to enable the effective monitoring of vulnerable students.
- Work closely with the IT Network Manager to continue the ongoing integration of the schools MIS and to co-devise and implement procedures to meet the organisational, technical and strategic demands of the school.
- Produce clear, concise and accurate information to support senior and middle leaders in raising standards of performance in the school.
- Oversee the operational data systems within the school and ensure all statutory reporting requirements are met.
- Be responsible for Census completion, the annual Workforce Return and Checking Exercises, ensuring that the databases are ready and fit for purpose and submitted to deadlines.
- Manage and develop the academic, behavioural and report databases, training key staff where necessary, so that they operate the systems effectively.

- Produce data analysis reports for a range of audiences including non-specialists.
- Contribute to the whole school evaluation process providing necessary data for staff.
- Make improvements to the collection, interpretation and dissemination of attendance data in conjunction with the Attendance Lead, CGS Managers, Heads of School/College.
- Train Drive Panel members on data and interpreting results and findings, as well as assisting them to use and understand data.
- Implement and manage the school's online reporting tool to all its stakeholders.
- Undertake training and development relevant to the post and in line with the academy's developing profile.
- Participate in skills transfer as part of the ongoing development of a flexible team.
- Perform any other duties necessary to aid the growth and development of the post and the academy
- Undertake specific projects or other temporary duties consistent with the objectives of the post as required from time to time as requested by the Principal.

### **Curriculum / Timetable:**

Work with the Senior Team/Principal to:

- Produce the annual timetable. This will include timetable design, class lists, staffing and rooming.
- Produce an options process which includes the organising, collection, collation and analysis of options data to enable the construction of a workable timetable.
- Maintain the timetable with changes in relation to students, staff, rooms etc. and to ensure that the information is up-to-date and reliable.
- Monitor and ensure that all students that have been through an option process remain with all buckets filled throughout their education, including: highlighting to senior leaders when tiering effects target grades; liaising with other education providers to ensure data is collated from students educated off site; keeping senior leaders informed of the value of qualifications including which discount other qualifications, and any government changes.
- Use available data to create suggested timetables for in year admissions or changes to students studying a full timetable.

- Monitor and highlight where class sizes are either too large or not cost effective and suggest solutions.

## Data and Insights Analysis

### Key Responsibilities:

- Work with teams to clean and prune data to disregard irrelevant information.
- Analyse and interpret results to identify areas of high and low performance.
- Pinpoint correlations and patterns.
- Identify new opportunities to raise standards.
- Pose and answer questions.
- Solve problems.
- Develop written proposals to raise standards, assisting leaders to plan the most effective ways to deploy resources to diminish gaps.
- Develop concise reports to convey results to senior staff and external audiences with clear visualisation providing actionable insight and recommendations to improve performance going forwards.

### General Requirement

The post holder will be required to fulfil the function of being one of a team of First Aid at Work Practitioners, as well as being Fire/Health and Safety Warden as required. Suitable training will be provided where qualification is necessary.

This is not an exhaustive list and the post holder will be required to undertake additional tasks appropriate to the role and the effective running of the academy at the direction of the Principal.