

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Strategic MIS and Data Analysis Lead

Grade: G7

Directly Responsible To: -Assistant Headteacher - Pupil Outcomes
-Director of Finance and Resources

Hours of Duty: 37 hours per week term time plus 15 days

Primary Purpose and Scope of the Job:

The post holder is responsible for leading on the strategic direction of the school's data tracking and analysis systems by facilitating the effective development, maintenance and support of systems within the school including SISRA, Edukey and SIMS. To oversee and implement the delivery of tracking data against the Assessment and Reporting schedule to ensure timely and accurate reporting of relevant information as appropriate. To help raise the standards of attainment and progress of students through driving the improved strategic use and understanding of progress data. **To advise senior leaders on effective use of whole school MIS.**

WORKING RELATIONSHIPS

Pupils

Teaching Staff including SLT

Curriculum Support Department including Examination officer

Governors

External providers

KEY TASK AND ACCOUNTABILITIES

1. Taking responsibility for the strategic development and implementation of the school's data and curriculum management information systems
2. Providing key data analysis reports to the Senior Leadership Team and staff to ensure they are equipped with accurate and timely information to inform and drive improvements in standards of performance
3. Providing detailed, comprehensive and understandable verbal and written reports/analysis of data trends and complex/contentious data as required
4. Responsibility for the production of all statistical returns as required by external bodies, particularly DfE, including oversight of the school census
5. Responsibility for training staff, including SIMs users, on understanding data and use of SIMs Assessment Manager and SISRA analytics to drive improvements
6. Finding alternative ways to collect and analyse data to improve the efficiency and reveal the information so that it informs the school of future priorities and developments
7. Overseeing the production and analysis of data relating to student numbers, achievement, success rates and destination data for internal purposes and be responsible for the production of student and curriculum related performance indicators, to underpin internal quality assurance and performance management processes

8. Supporting the effective use of management information systems throughout the school to promote improved standards of performance by supporting and training stakeholders in key areas – this may relate to attendance analysis, cohort sub group analysis and behaviour analysis reports produced by SIMs
9. Managing the importing of results and database information from other systems, such as Key to Success, FFT, DfE ASP to provide a comprehensive set of base data for all students
10. Working with the Assistant Headteacher Pupil Progress to provide target setting information and examination performance reports for SLT, Governors and external bodies such as Ofsted
11. Working closely with the Exams Officer, including supporting the management of the results and analysis process
12. Responsibility for reviewing and monitoring MIS software packages being used
13. Responsibility for the completion of all necessary returns to the DfE, LA or other relevant body
14. Ensuring that all student personal and contact data is accurate and up to date, working with other relevant support staff to ensure that data is entered in a standardised manner
15. Providing SIMS reports to extract student data as needed
16. Creating and developing systems to support the effective monitoring of vulnerable students
17. Ensuring that complete and full educational data is available for all students from KS2 onwards
18. Analysis and production of data to enable each department to set performance targets in line with whole school policy
19. Attending meetings with staff to discuss data requirement, reporting and analysis requirements in support of senior staff
20. Collation, analysis and production of internal assessment data on a termly basis to enable PPMs, subject leaders and senior leaders to track pupil progress
21. Assisting with the completion of data input from staff.
22. Overseeing the completion of each data collection from subject teachers
23. Ensuring all internal data is kept up to date and validated on a timely basis
24. Assisting with the data aspects of any mid-year admissions and new intake requirements
25. Production of data which will help inform the SEF and SDP
26. Keeping up to date with the requirements of the role including the latest procedures and regulations
27. Carry out all duties with due regard to confidentiality and data protection regulation
28. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
29. To undertake such additional duties as are reasonably commensurate with the level of this post

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: July 2019

Revised by: Assistant Headteacher Pupil Progress

Signed by Postholder:

Signed

Date: