Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Data Manager
Salary/Grade	Spinal Column Point range 31 (£35,336) – 33 (£37,568) Starting point dependent on qualifications and experience
Working Time	Full-time
Post status	Full time
Holiday Entitlement	36 days (with only 10 days to be taken during term time)
Reporting to	Assistant Principal (Senior Academic and Learning) and Vice Principal (Education)
Liaising with	Vice Principals, Assistant Principals, Teaching Staff, Admin Staff, Academic and Pastoral Middle Leaders and Examinations Manager
Disclosure level	Enhanced

Summary of the overall purpose of the job

The purpose of the Data Manager is to drive a data culture forward within the College (for both the Primary and Secondary Phases) and co-ordinate and administer the efficient running of the College Management Information System and associated data systems and to assist in the analysis of the College data and information.

Attention to detail, a high level of accuracy and the ability to work independently are required.

Management and maintenance of the College's Management Information Systems (MIS)

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the College's existing management information infrastructure.

- Management of the annual rollover process for setting up the new College year.
- In liaison with the Assistant Principal (Senior Academic and Learning) assist with critical updates of the academic timetables throughout the year for example, Year 6 to 7 transition, option cycles and staff and student changes.
- Create, manage and support the data input and record keeping of staff and student data through the provision of custom reports and fields in the MIS.
- Manage the production of statutory returns to Department of Education (DfE) as well as other bodies e.g. for census returns.
- Management of MIS, in conjunction with the IT Operations Team
  - Ensure the integrity of the data stored within MIS.
  - Troubleshoot reported problems with the MIS and liaising with the MIS provider as necessary.
  - Extend and/or supplement the use of MIS to serve the present and future needs of the College and assisting with staff training.
  - Work closely with the IT Operations Team to ensure the smooth running of data systems.
  - Liaise with the IT Operations Team regarding all technical aspects of the College's MIS e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.

Other Data and Information Systems

- Manage and maintain data and information systems across the college including assessment data. Systems include but are not limited to: SISRA and OTrack for assessment data analysis, BlueSky for Staff Performance.
- Liaise with CEM for all College data requirements, including
  - Import CEM Centre data assessment scores.
  - Develop and maintain target data from GL Assessments, MidYIS, Alis and Yellis, including the appropriate use of regression data.
  - Submit returns to the CEM regarding entries, examination results and baseline testing.

Reporting to relevant stakeholder

- Produce reports using assessment data to assist Leadership Teams and teaching staff to track student progress (input where necessary; organisation; reporting to interested parties; help ensure data entered on time and completed by teachers).

  - Upload reports to the College's Parent Portal
  - Produce reports for relevant stakeholders to facilitate a full analysis of the results of report grades and public examinations.

- Produce pupil and staff absence reports when requested.
- Produce reports using pastoral and pupil data e.g. attendance, behaviour to assist with decision making within the college e.g. pastoral support and sanction tracking

Additional Roles:

- Assist the Examinations Manager and the Academic Leadership team, as requested and liaise with the IT Operations Team.

- Liaise with other College departments when required and as agreed with the Assistant Principal (Senior Academic and Learning) or by the Vice Principal (Education)

Professional Development

- In consultation with the College Leadership Team and Senior Leadership Teams, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity.
- Attend workshops, take courses, and read technology literature to acquire relevant knowledge and skills.
- Keep abreast of new technologies and research through contacts with technology companies, professional organizations, reading of publications, and attendance of professional conferences.

Culture and Communication

- Attend meetings of the Leadership Teams and other meetings as required.
- Organise and prioritise the processing of assessment data in line with the College calendar to ensure the timely flow of relevant information.
- Develop constructive relationships and communicate effectively to all levels of users as well as with external agencies/professionals.
- Train and support staff entering data into assessment recording systems and act as a key point of contact for user queries on all aspects of the College's MIS and associated data systems e.g. SISRA and OTrack

Policy and Planning

- Contribute to the implementation and compliance of data protection policies as it relates to the MIS.
- Work with the College and Senior Leadership Teams in all phases of the College and both Academic and Pastoral in setting clear and workable deadlines for data collection and to meet all deadlines.
- Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of the MIS, including providing written protocols and guidance to relevant stakeholders.
- Provide feedback on integrations between systems.

Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's safeguarding policy.

Other Duties

- Undertake other duties of an appropriate level and nature as and when requested by the College Leadership Team.
- Document custom databases, software, and procedures.

These duties will be developed into short and longer-term targets in consultation with the postholder.

The post holder provides a range of support and therefore work is generated throughout the day. Due to the routine of Colleges, the workload may not be evenly spread throughout the year. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.

June 2022