

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Data and MIS Officer
Post Holder:	
General Duties:	All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. All academy post-holders are expected to contribute to the development of young people and the community. <u>Data and Reporting</u> To analyse and evaluate data throughout the year, as directed by the Data Manager and to support with: • importing results and database information from other systems, to provide a comprehensive set of base data for all students • producing reports and analysis data, including examination performance as requested by the Data Manager. • providing target setting information and performance results for ALT and other stakeholders, as directed by the Data Manager. • responding to Government changes in areas of achievement and attainment. • the drive to develop data literacy across the curriculum. • the analysis of external assessment data. • ensuring all teaching staff, using SISRA, have an overview of student academic performance. • uploading and maintaining whole school data onto SISRA within assessment calendar time frames. • the creation and distribution of student progress and attainment reports.

Maintaining the Acamdey's Management Information System

- to support the running of the academy's management information system to ensure it runs effectively and meets the requirements of a diverse range of stakeholders.
- to support the production of analytical reports such as School Census and other statistical Government returns.
- to support the Admissions team by maintaining accurate records.
- to support the Attendance team by maintaining accurate records, providing timely reports and follow-up actions.
- to support the Exams team by producing examination timetables and seating plans for internal exams.

Timetable

Support the Timetabler to organise and co-ordinate the academy's timetable.

Provide effective planning resulting in accurate timetabling and strategic room allocation, including strategically re-rooming classes throughout the year, where needed, particularly during exam periods.

Allocation of classes and creation of timetables for all new students.

Ensure all students are allocated to classes and groups are appropriately administered.

Support the exam team in the production of exam timetables for both internal and external examinations.

Communicate exam timetables with staff, students and parents/carers and other stakeholders as appropriate.

To attend meetings and briefings as directed by the Data Manager.

This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.

Reporting to:	The Data Manager
Responsible for:	Coordinating the collection, provision and analysis of accurate data for the Academy, enabling stakeholders to allocate appropriate resources, and to improve the outcomes of pupils.
Liaising with:	External agencies as required, examination bodies, staff, pupils and parents/guardians/carers as appropriate.
Salary Scale:	
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
General	All academy post-holders are expected to contribute to the development of young people and the community.
Self Development	• To continually seek development opportunities to improve personal performance • Line Manager is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	• To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile • Positive/constructive feedback from parents/pupils/visitors/colleagues/supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.