

Job Description

PC1322XV XT688 GR4 JD Data Manager

Job Details	
Grade	GR4
Job Evaluation Number	
Number of Posts	
Directorate	
Division	
Department	
Service Area	
Reporting to	

Strategic statement about Birmingham City Council

1.0 Portfolio Responsibilities

1.1 To support the operation of a comprehensive data management service to the Senior Management Team and other key stakeholders in school.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

2.1 Supports the operational use of data and takes responsibility for the input of data and subsequent analysis to help identify key trends and priority areas which will facilitate the raising of standards and performance across the school.

2.2 Reviews and analyses management information and complex data to identify key information to inform future practice.

2.3 Ensures all recommendations and practices in respect to data management across the school are effective, clearly focused and reflect school, statutory and LA requirements/guidelines within a framework

of best practice.
2.4 Provide key data to the Senior Management Team and teaching staff to ensure they are equipped with accurate and timely information to inform and drive improvements in standards of performance.
2.5 To support the effective use of management information systems throughout the school to promote improved standards of performance by supporting and training stakeholders (e.g. Governing Body/ SMT/ Teaching Support staff) in key areas.
2.6 Maintains and co-ordinates all student assessment data, ensuring their accuracy, in order to inform student progress and support teaching and learning.
2.7 Manages the effective analysis of data and systems to support the Senior Management Team.
2.8 Provides detailed, comprehensive and understandable verbal and written reports/analysis of data trends and complex/contentious data as required, to advise and assist the Senior Management Team in reporting to Governors, LA and Ofsted in target setting and analysis of school performance.
2.9 Prepares data analysis for Heads of Department and Heads of Year by key stage, year groups, teaching groups accounting for different groups of learners e.g. ethnicity SEN Free School Meals LAC etc. in an understandable format.
2.10 Promotes and develops the effective use of MIS within school, as a data manager tool to monitor pupil progress and attendance, ensuring the required data and subsequent analysis can be input/extracted effectively.
2.11 Responsible for the production of reports and arranging the distribution to students and parents following liaison with teaching staff.
2.12 Keeps abreast of current guidance and good practice in relation to target setting, the effective use of data and statutory requirements.
2.13 Plan own work to ensure the meeting of defined objectives.
2.14 Responsible for promoting and safeguarding the welfare of children and young people the post holder may come into contact with.
2.15 Ensures all tasks are carried out with due regard to Health and Safety.
2.16 Undertakes appropriate professional development including adhering to the principle of performance management.
2.17 To adhere to the ethos of the school
2.17.1 To promote the agreed vision and aims of the school

2.17.2 To set an example of personal integrity and professionalism
2.17.3 Attendance at appropriate staff meetings and parents evenings
2.18 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)		
Post Title	Grade	Number of Posts
	N/A	

Special Conditions	
Is Safeguarding Check needed?	

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.
As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding
Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.