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| **Role** | **Grade** | **Location** | **Reports to** |
| Data And Assessment Officer | Grade 4 | Prospere Learning Trust – Special Schools | Data Manager and Headteacher |

**Main purpose of the job**

To provide support to the Data Manager and Senior Leadership Team in the effective and timely collection and dissemination of student assessment data;

To support the data team by collecting and maintaining data for analysis and regular monitoring and assessment across all class groups including examination data;

To support teaching and support teams throughout the year to improve the collection, accuracy and use of assessments and other data.

**Key relationships**

The post holder will report to the Data Manager. Apart from other colleagues in the school the main contacts of the job are: The head teacher, senior leadership team, teaching and support staff, pupils and parents. This post will require you to work at other schools within the Prospere Learning Trust.

**Main accountabilities**

**Assessment**

1. Facilitate the collection and dissemination of pupil assessment information;
2. Provide data and insight to support teaching and learning throughout the school through a variety of

methods;

1. Make use of relevant data tools to administer the assessment process;
2. To constantly appraise school assessment methodology and work with the Data Manager to improve its

quality, repeatability and scalability;

1. Collect and maintain accurate pupil assessment information for Government, Local Authority or other

external agencies;

1. Assist the Data Manager in providing assessment analysis, to allow the school’s senior leadership team to

set performance related targets for curriculum areas;

1. Assist in the formulation of subject targets for pupils;
2. Constantly check data for accuracy;
3. Assist teaching staff and school leaders in making full use of the data available to them.

**Other**

1. Assist in training other members of staff in the school assessment process, it’s systems timeline and

expectations;

1. Assist with administration of the start and end of year procedures within the school;
2. To ensure systems skills are kept up to date;
3. Work with the Data Manager to ensure systems housekeeping routines are carried out on a regular basis;
4. Work with others within the school to ensure shared data is agreed and understood and relevant analysis

provided.

All employees in the Trust are expected to:

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Promote and act in accordance with the Code of Conduct and key policies including the Trust’s Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Demonstrate a commitment to continuous professional development
* Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training
* Consent to and apply for an enhanced disclosure to a DBS (Disclosure and Barring) check.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Experience of data management. | Essential | Application and interview |
| **Knowledge and Experience** | | |
| Ability to operate various bespoke software packages and information technology systems. | Essential | Application and task |
| Extensive knowledge of Microsoft Office Applications, including Excel and Word. | Essential | Application and task |
| Excellent analytical skills to dissect information tin order to accurately complete and maintain relevant records and produce complex reports and returns. | Essential | Interview |
| Good keyboard and mouse dexterity and the ability to operate information technology equipment. | Essential | Interview |
| Experience of developing plans and strategies for future implementation. | Essential | Interview |
| Experience of data management. | Desirable | Interview |
| **Behaviours and Values** | | |
| Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public. | Essential | Interview |
| Ability to work on own initiative and plan own workload. | Essential | Interview |
| Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences. | Essential | Interview |
| Willingness to abide by the school’s various policies. | Essential | Interview |
| Self-motivation and personal drive to complete tasks to the required timescales and quality standards. | Essential | Application and interview |
| Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users | Essential | Interview |
| The flexibility to adapt to changing workload demands and new school challenges. | Desirable | Interview |