

**Job Title:** Senior Data & Exams Manager

**Reporting to:** Data Director      **Grade:** SO2

**Accountable for:** Maintaining accurate tracking of student assessment and examinations data.

### **Overall purpose of the post:**

Maintaining accurate tracking of student assessment data and providing support to the OGAT Data & Exams team; thereby assisting academies in raising standards within teaching and learning.

### **Main duties and responsibilities:**

- Data production as part of raising achievement.
- Setting up and using Praising Stars – Ensuring smooth operation between all staff from instigation – 6 times per year.
- Analysis of student attainment data throughout the year and how this compares to predicted attainment grades.
- Producing relevant reports of targets, attainment and academic monitoring for staff, Departmental Managers and the SLT.
- Provide analysis of data and trends for Departmental Managers and SLT.
- Assisting the SLT and Learning Managers in identifying underachieving students.
- Ensuring all Academy and individual students targets are set accurately in line with the OGAT Target Setting Policy.
- Developing and updating existing student tracking systems.
- Providing support to the OGAT Data & Exams team in the planning and running of exams and data production.
- Providing support on the use of the MIS and other data systems at all academies.
- Providing relevant training to key members of staff on the use of OGAT data systems.
- Ensuring the accurate and consistent recording of student attainment.
- Working alongside the Data Director to support the development and rollout of new data systems.
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Special Features**

- 37 hours per week
- 52 Weeks (Whole Time)
- Travel between academies and attend meetings across the Trust

## **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.