



Job Description

Job Title: Assistant Data and Exams Manager

Reporting to: Senior Data and Exams Manager **Grade: 6**

Overall purpose of the post:

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

Main duties and responsibilities:

- Assisting the senior team in data production as part of raising achievement.
- Assisting the senior team in setting up and using Praising Stars – Ensuring smooth operation between all staff from instigation – 6 times per year.
- Assisting the senior team in the analysis of student attainment data throughout the year and how this compares to predicted attainment grades.
- Assisting the senior team in producing relevant reports of targets, attainment and academic monitoring for staff, Departmental Managers and the SLT.
- Assisting the senior team in providing analysis of data and trends for Departmental Managers and SLT.
- Assisting the SLT and Learning Managers in identifying underachieving students.
- Assisting the senior team in ensuring all Academy and individual students targets are set accurately in line with the OGAT Target Setting Policy.
- Assisting the senior team in 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.
- Delivering relevant training to key members of staff on the use of OGAT data systems.
- Ensuring the accurate and consistent recording of student attainment.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- 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.

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.