



# Emerson Park Academy

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## JOB DESCRIPTION

Job title: Data Analyst

Reports to: Assistant Head Teacher

Grade: Scale 5 Points 12 - 15

Staff managed (if any): None

### **Job Purpose and Context:**

The purpose of the Data Analyst is to drive the data culture forward within the school and coordinate the efficient flow of data driven information throughout the school in order to support the school's vision and values. Attention to detail, a high level of accuracy and the ability to work independently are required.

### **The main responsibilities of the Data Analyst post will usually include:**

- Supporting faculties in the creation and maintenance of assessment databases and ensuring that the assessment data held on pupils is accurate and complete.
- Analyse the data held and produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar.
- Set up and manage systems for tracking the progress of pupils at each Key Stage.
- Act as key liaison between academic staff and the school's IT department to facilitate the above.
- Manage the production of reports on the progress of all pupils in the school.
- Ensure that assessment data is available.
- Provide base data for external projects and providers.
- Import target setting data. Disseminate reports and analyse data accordingly.
- Work with the admissions team to ensure the Year 7 intake's Key Stage 2 and NFER data is complete and accurate and import into SIMS.
- Support whole school improvement in the use of SIMS by teaching and support staff generally.
- Export data as and when required in response to requests from staff, including Pupil Premium and SEND data.
- To oversee class and departmental progress checks to track pupil performance.

- To lead on the production of regular results analysis, including Faculty examination results analysis reports in September.
- To support with the production of the GCSE examination results.
- Be responsible for maintaining the appropriate assessment software.
- To produce summary reports for the Governing Body.

Examinations Office responsibilities:

To support with the following:

- Organise Parcelforce bookings for collections with regard to all examination series.
- Prior to the start of external examinations season, collate examination board registers and labels ready for examination paper despatch.
- Faculty coursework:
  - a) Monitor receipt of paperwork/coursework materials from Examination Boards
  - b) Despatch coursework information/paperwork to Faculties.
  - c) Track completion of coursework and despatch to Examination Boards
  - d) Keep up to date records of coursework.
- Following the issue of examination results, download moderator reports from Examination Boards, review and share with faculties.
- Shared responsibility for external and internal examination paper organisation, labelling and storage in secure area.
- Assist with checking of examination scripts and registers following examinations and pack up ready for collection. Ensure materials are ready for collection at the appropriate time.
- Assist with the set-up of examination rooms (including IT requirements) and invigilator materials (eg examination boxes) as well as pupil information packs.
- Assist with queries or issues on examination days.
- Assist with the distribution of examination results.
- Invigilate as required.
- Assist with examination/lesson re-rooming using rooming system in the SIMS database.
- Make and check examination entries where required using EDI or directly with the Examination Board.
- Support Access Arrangements through research and implementation of appropriate systems.

Please note: The role will require flexibility in working hours during examination seasons.

Additional Responsibilities:

To deputise for the Admin Officer in charge of cover (in times of absence):

- Monitor and manage the staff absence line
- Inputting absence and managing the cover diary in SIMs
- Determine cover lesson requirements and allocate cover to required lessons
- Liaise with supply agencies and cover staff

**Notes:**

1. Emerson Park Academy has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
2. Emerson Park Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and

responsibilities.

3. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
4. From time to time this job profile will be subject to review with the postholder.
5. It might be a requirement of the post that Senior Management requests that the postholder undertakes First Aid training and the postholder's name be added to the school list of those with such training. The expectation would be that where such training has been provided the postholder could be called upon to provide such first aid to students; colleagues or visitors to the school.
6. It might be a requirement of the post that Senior Management requests that the postholder undertakes Fire Marshall duties and the postholder's name be added to the school list of those that undertake such duties. The expectation would be that the postholder could be called upon to undertake such duties during alarm activations.
7. Emerson Park Academy is fully committed to Safeguarding and promoting the welfare of children and young people. All employees are expected to share and promote this commitment and have, or acquire, the relevant abilities, skills and knowledge to carry it out.
8. The post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties that the postholder will be expected to undertake, an Enhanced disclosure check will be required.



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## Person Specification – Data Analyst

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines.	√		Application & interview
Ability to work independently.	√		Application & interview
Awareness of sensitive information and the need for confidentiality	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults and young people	√		Application & interview
The ability to successfully promote relevant policies	√		Application & interview
Excellent ICT skills including Excel, Word, mail merge and database management.	√		Application and interview
Ability to develop and maintain good working relationships with pupils, teaching and non-teaching colleagues, parents, governors and others associated with the school	√		Application & interview
Ability to communicate effectively with different audiences, orally and in writing	√		Application & interview
<b>Knowledge</b>			
An understanding of health, safety and security issues and relevant legislation affecting schools		√	Application & Interview
A background understanding of the relevant aspects of "Every Child Matters" requirements/issues	√		Application & interview
An understanding of data protection and child protection	√		Application & Interview
<b>Qualifications and Experience</b>			
Experience of using databases for recording and reporting of complex information in an accessible and clear format	√		Application & Interview
Experience of producing statistical analysis	√		Application
Experience of using Schools Information and Management Software (SIMS) particularly the Examinations and Assessment Manager modules	√		Application & Interview
Willingness to successfully complete the range of training relevant to the job	√		Application & Interview
GCSE at level A – C in English and mathematics or equivalent	√		Application
Experience of working in a school		√	Application & interview
First Aid at Work certificate		√	Application & Interview