



Stockport School

- To manage and be accountable for the effective use of SIMS Assessment including the design, creation and maintenance of SIMS Marksheetworks to aid the reporting, tracking and monitoring of student attainment and progress.
- To maintain, develop and operate an annual programme of school performance data collection, analysis and reporting, including analysis of different groups; ensuring the integrity of data collected.
- To oversee and manage student tracking distribution lists as appropriate. Ensuring that details of Pupil Premium, Free School Meals, Deprived Area Postcode, Special Education Needs, Gifted and Talented / More Able Pupils etc. are included.
- To play a key role in supporting teaching staff to develop data handling skills that translates analysis into classroom impact on achievement and progress.
- To ensure that interim and final assessment data is coordinated and analysed at regular intervals, specifically following each assessment point and summer external examinations.
- To develop, monitor and maintain the school reporting system and procedures. Working with the Senior Leadership Team in setting clear and workable deadlines for data collection.
- To ensure that all DfE and LA checking exercises in relation to performance data are completed accurately and on time.
- To manage and maintain the Course Manager module within SIMS, ensuring QAN codes, award membership and supervisor permission levels are accurately recorded. This module is an integral part of SIMS, drawing together the functionality of Timetabling, Exams Organiser, School Census, Profiles and Assessment Manager.
- To ensure the accurate collation of examination results on Results Day in the absence of the Examinations Officer (including; PI Data Edit, Exams Organiser SIMS module).

Administrator Duties

- To manage and maintain the following School Systems in the capacity of administrator: Edukey, Class Charts, SISRA, Power BI, FFT, ensuring staff and student access as appropriate.
- To manage staff access levels within Course Manager for SIMS mark sheets and to regularly import / update the DfE QAN Catalogue and other Schools ICT patches as required.
- To ensure that student, teaching and support staff records are maintained through effective management of the SIMS database, acting as the primary contact with SIMS support providers and the LA.
- To act as the first point of contact for the above systems in terms of trouble shooting, training, maintaining user accounts, deactivation of accounts for school leavers.
- To liaise as required, with the School ICT Network Manager / Senior Technician regarding technical aspects of the school assessment systems; such as SIMS Staff User account permissions and System upgrades and Patches.

Student Transitions

- To support the school leadership team in allocation of new Year 7 students to their forms based on a range of factors to ensure an even mix of ability within each form (e.g. Gender, Pupil Premium, Key Stage 2 Data, Primary School, and Special Educational Needs).

Data Protection

- To ensure the school is compliant with and meets its legal GDPR and data protection responsibilities.



POSITIVITY

RESPECT

OPPORTUNITY

UNITY

DETERMINATION





Stockport School

General Duties:	<p>Communication</p> <ul style="list-style-type: none"> To represent Stockport School at SISRA Data Meets, LA Data Manager Meetings, Schools ICT Meetings (SIMS) and other meetings, as required. To be responsible for the production, printing and distribution of Student Reports and other performance information to parents / carers. To develop and maintain effective methods of communication with the Headteacher, Senior Leadership Team and other staff, students, parents, governors, external agencies and the wider community. To liaise with all relevant staff from the Local Authority and other stakeholders. <p>System Improvements</p> <ul style="list-style-type: none"> To continually aim to improve systems and provision, being at the forefront of national developments. To recommend the use of appropriate IT packages and systems in relation to the management of student, staff, and assessment data, arranging suitable trails of such. <p>General</p> <ul style="list-style-type: none"> To cooperate with the employer on all issues to do with Health, Safety and Welfare. In conjunction with the line manager, to take responsibility for personal professional development. To undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. To maintain a professional portfolio of evidence to support the Performance Management process as required, evaluating and improving own practice.
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Other Professional Responsibilities

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Headteacher or line manager to undertake work of a similar level that is not specified in this job description.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Post Holder:

Signed:

Date

Line Manager:

Signed:

Date

Headteacher:

Signed:

Date

Date: March 2024

