



JOB DESCRIPTION

- Job Title:** Assessment Manager
- Grade:** Grade 10. £26,848-£30,157 FTE. Actual salary: £20,627-£23,170 (76.83%)
- Hours:** 30 hours per week term time, Monday to Friday, plus 150 hours to be worked at peak times, including exam results days in August, and any INSET days
- Responsible To:** Assistant Principal (strategic lead of data and assessment)
- Job Purpose:** To lead the development of the school's approach to data so that it provides complex and timely analysis to help raise standards. To be accountable for the quality of data systems within the school and for the quality of data prepared for a range of stakeholders including governors and parents.
- To line manage the management information system administrator, including their induction, training and performance management in line with college procedures.

Main Duties and Responsibilities:

Administration of the college's attainment and reporting procedures using the college's management information system

1. Prepare complex strategic and operational data for curriculum leaders, senior teachers, and the school business manager
2. To produce and develop clear, concise and accurate information reports to raise standards of teacher, subject, department and pupil performance
3. Manage and be accountable for the effective use of the Assessment and Profiles systems and any other data analysis software
4. Manage the distribution of Assessment and Profile reports sent to parents/carers, primarily via online reporting
5. Maintain/monitor the Assessment Manager area of the management information system
6. Design and set up complex templates for each reporting session
7. Ensure correct data fields are inserted into report templates so that reports are complete and accurate
8. Independently resolve problems relating to data collection and reports to ensure smooth running of procedures
9. Provide comprehensive analyses of students' reports for heads of year, curriculum team leaders, senior leadership team and the principal
10. Work with the senior leadership team in setting clear and workable deadlines for data collection and to meet all deadlines. Attend senior leadership team meetings, as and when required

Administration of the college's data tracking systems and procedures using the college's management information system

1. Build templates and generate mark sheets required by departments to aid the recording, tracking and monitoring of student attainment and progress
2. Conduct tasks requested by staff relating to assessment data and the tracking of students
3. Support the senior leadership team in the development and maintenance of the college's

management information systems

4. Design and set up aspects and mark sheets for data collection
5. Lead on importing results and database information from other sources to provide a comprehensive set of base data for all students
6. Set up and manage systems for tracking the progress of students at each Key Stage

Student Data

1. As the management information system administrator is employed on a part time basis, provide cover on their days off for tasks relating to student data, which include, but are not limited to, timetable changes, set changes, form changes, options changes and updates to contact details

General

1. Have the flexibility, using the 150 extra hours available, to complete tasks at peak times following liaison with the assistant principal responsible for data and assessment
2. Maintain confidentiality at all times in respect of college related matters and prevent disclosure of confidential, sensitive information in line with data protection legislation
3. To undertake first aid training and provide cover for general first aid across the college, if and when required
4. Undertake any other duties commensurate with the level of the post, as directed by the principal

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a Disclosure and Barring Service check being carried out at an enhanced level regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.