**THE LEATHERSELLERS’ FEDERATION OF SCHOOLS**

**Federation Data Lead: JOB DESCRIPTION**

**Salary:** PO5 (point 40 to 42)

**Line of responsibility**

The Federation Data Lead will be directly responsible to the Director of Finance & Operations

**Responsible for**

The Data Team, Exams Officer and Office Managers working across each of the Federation’s schools.

**Working time:** 35 hours, 52 weeks a year

**Job purpose**

To lead data strategy management for the Federation coordinating all school systems and ensuring the consistency of data capture, use and analysis in each of the schools. Ensure data is shared across the Federation in accordance with current legislation and good practice.

Manage the selection, implementation, development and maintenance of Management Information Systems and associated products, systems and manual processes

To work closely with school leaders to ensure all aspects of the Federation’s timetabling and assessment systems work smoothly and accurately and support school improvement across the Federation.

To understand and develop the policy concerning archiving and retention practices, ensuring that historic data and files are stored in accordance with current legislation and good practice.

To provide training and awareness to those colleagues charged with the processing of personal data, ensuring they understand how their work should be performed in accordance with current legislation and good practice.

**Data and analysis**

* To lead on the selection, implementation, development, maintenance and operation of Federation Management Information Systems to include the administration of admissions, timetabling, attendance, examinations and student services across the Federation’s schools and ensure all systems meet the needs of leadership and compliance with DfE guidance and regulations.
* To have continuing responsibility for reviewing the service practice and provision of school data across the Federation’s schools, making recommendations for change, managing implementation and reviewing as required.
* Develop and manage a Federation data improvement plan which ensures consistency across the Federation for all stakeholders to support school improvement. Ensure systems deliver value for money and are efficient and effective.
* Unify the architecture of school data systems across the Federation.
* Ensure standardisation of data and the way data is used across the Federation.
* Monitor the DfE guidance and liaise with the Local Authority and other agencies for the collection, entry and extraction of data required to ensure statutory and other statistical returns are completed accurately and within published deadlines across the Federation.
* To lead on school data analysis solutions for KS3, 4 & 5 such as SISRA, 4Matrix and ALPS Connect within the staff, with a particular focus on middle leaders.
* To lead on data analysis solutions for EYFS, KS1 and KS2.
* To lead on the creating, refining and sharing of the data reports and analysis the Federation provides for governors, senior and middle leaders, teachers, the local authority and Ofsted.
* Comparing and analysing staff predictions against outcomes in public examinations.
* Be familiar with and ensure compliance with all current legislative requirements, i.e.

data protection, copyright and computer misuse etc., and advise staff, as appropriate.

* Understand the implications of Government policies and educational trends and

developments.

* To oversee any data migration across the Federation as required.
* To liaise with 3rd party suppliers e.g. CPOMS, RM Integris, Cunningham’s to ensure effective and efficient service delivery and system integration where possible.
* Adopt an approach to support the Federation’s education needs and goals by involving the right stakeholders to produce the information and analysis that enhances our educational objectives.

**Privacy**

* To develop and maintain an Information Risk Register.
* To liaise with the IT service provider to ensure effective management

of data threats, hazards and controls.

* To create and oversee the use of Data Protection Impact Assessments.
* To advise and liaise with the Data Protection Officer and train staff on GDPR issues and procedures.
* To keep up to date on developments in privacy legislation and good practice.

**Policies**

* To co-ordinate and contribute to the management of the Federation’s data-related

policies, such as Data Protection, Acceptable Use and privacy policies

**Line management**

* To line manage the Federation’s Data and Exams team and Office Managers ensuring the development of effective development, maintenance and operation of the administration of admissions, MIS timetabling, attendance, examinations and student services across the Federation’s schools.

**General**

* Attend school events as required.
* Participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation
* Arrange and give training sessions to staff within her/his areas of responsible to ensure that they are aware of procedures and regulations
* Be responsible for the effective management of budgets within her/his remit, securing best value in relation to products and services provided by agencies and other parties.
* Keep up to date with developments and changes in legislation and guidance related to her/his areas of responsibilities, and communicate appropriate information to colleagues.
* Implement appropriate health and safety procedures, in conjunction with relevant staff and members of the EHG.

**Federation Data Manager: PERSON SPECIFICATION**

**Qualifications / Training**

* Educated to degree level, or equivalent level by experience.

**Knowledge**

* Experience and knowledge of EU and UK data protection legislation

**Experience**

* Experience of managing data
* Experience of developing and implementing new administrative procedures and systems
* Experience of supporting the development of internal policies
* Current experience of working to a similar level within a busy, proactive data function
* Experience of leading and managing a team
* Track record in delivering successful projects and supporting organisations in order to achieve results
* In-depth experience of using computerised data packages.

**Skills**

* Numeracy and ability to analyse quantitative and qualitative data.
* Advanced Microsoft Excel and other data manipulation systems.
* Effective planning and project management.
* The ability to engage, conduct diagnosis, analyse findings, generate options and build commitment to solutions.
* Strong written and oral communication skills, including presentation skills.
* Excellent negotiating, influencing and interpersonal skills with people at all levels, internally and externally.
* Ability to hold stakeholders to account.
* Strong coaching/mentoring skills.

**Personal Qualities**

* An effective team worker who is able to work with a range of individuals across the Federation schools.
* Maintains a positive and proactive attitude to problem solving during a period of change
* Demonstrates resilience, motivation and commitment to continually improving standards
* Acts as a role model to staff and students
* Committed to the safeguarding and welfare of students
* Willingness to undertake training and career development

**Circumstances**

* Ability to work in a flexible manner to meet the needs of the service