

Job Description

Job Title:	FCAT Data Lead
Salary:	Grade H2 on the NJC Pay Scale Points 37-41 currently £33,136 – £37,107 per annum
Responsible to:	FCAT Deputy CEO's for Secondary and Primary
Responsible for:	Coordination of the Trust's Data and Exams teams
Coordinates with:	FCAT CEO/Deputy CEOs, FCAT Executive Principals and Principals, SLT member with responsibility for Data in each Academy, FCAT Central Service Leads, external agencies.
Date of Job Description:	July 2018

Purpose of the Role:

- Establish, continually develop and oversee the data and information management systems across the Trust. Such systems and processes will be: standardised across the Trust, meet requirements, be reliable, user-friendly and ensure accurate and high quality performance data.
- To develop at a strategic level the use of attainment, progress, attendance, behaviour and personnel data held in SIMS.
- Undertake complex and high level analysis of Trust performance data identifying trends and risks to support the tracking of students, the impact of academic intervention and enable benchmarking across FCAT.
- Continually develop and manage a data dashboard which provides detailed and accurate key performance data at academy and cross Trust level to academies, Academy Council, Trust Executive and Directors.
- Use PHP, HTML, JavaScript, CSS, SQL/MySQL and other web technologies to develop user-friendly interfaces with data held in third party software to provide real-time links to data, maximising data interpretation and use.
- Provide expert technical and operational advice in the effective use of third party software including but not limited to SIMS, SISRA, Show My Homework and ClassCharts.
- Responsible for leading the Trust's policy and procedures and providing expert advice in compliance with the General Data Protection Regulation.
- Coordinate and influence the operation of the Data and Exams teams across the Trust.
- Provide expert training and advice to colleagues.

Main Tasks and Responsibilities:

Data and Information Management

- Establish, continually develop and oversee the data and information management systems across the Trust. Such systems and processes will be: standardised across the Trust, meet requirements, be reliable, user-friendly and ensure accurate and high quality performance data.
- To develop at a strategic level the use of attainment, progress, attendance, behaviour and personnel data held in SIMS.
- Undertake complex and high level analysis of Trust performance data identifying trends and risks to support the tracking of students, the impact of academic intervention and enable benchmarking across FCAT.

- Continually develop and manage a data dashboard which provides detailed and accurate key performance data at academy and cross Trust level to schools, Academy Council, Trust Executive and Directors.
- Use PHP, HTML, JavaScript, CSS, SQL/MySQL and other web technologies to develop user-friendly interfaces with data held in third party software to provide real-time links to data, maximising data interpretation and use.
- To work with schools to streamline the provision of performance data e.g. student progress reports, DfE returns etc.
- Provide expert technical and operational advice in the effective use of third party software including SIMS, SISRA, Show My Homework and ClassCharts.
- To examine data for integrity and problem solve and feedback on input issues.
- To keep up to date with relevant government changes relating to school performance measures (such as Progress 8 and GCSE 9-1 grades etc.) and ensure all affected FCAT staff and systems are aware of upcoming changes and their potential impact.
- To ensure that all data is secure and appropriate disaster recovery procedures are adopted in line with IT procedures.
- In conjunction with the FCAT IT Lead, monitor and evaluate subscription software and service contracts from external suppliers ensuring best value, reporting on their impact, effectiveness and relevance to SLT/FCAT Executive.
- To train and liaise with FCAT ICT support staff to ensure FCAT management systems, internal and external, are installed, set up, and kept up to date and ensure that FCAT ICT systems are compatible with FCAT management information systems, including workstations, server and firewall/router configurations.
- To oversee and coordinate the Trust's performance data related activity during Key Stage 2 and GCSE exam results periods.
- Liaising with FCAT Exams team to ensure appropriate guidelines are followed.

Communication and Relationships

- To establish and maintain effective relationships with Principals and Senior Leadership Teams within schools; meeting regularly to support the understanding and manipulation of data and discuss data requirements.
- To coordinate and influence the operation of the Data and Exams teams across the Trust through the provision of best practice advice and guidance in data and information management. Hold regular network meetings to encourage the development of shared practice, consistency and compliance.
- To design and deliver bespoke training to colleagues in data and information management systems, analysis, reporting and GDPR to ensure complete understanding and responsibilities. This includes one-off sessions, longer training programmes and annual mandatory training.
- To design, disseminate and update user guides and FAQ materials.
- To establish and maintain effective relationships with external organisations central to data and information management within the Trust including Capita, SISRA, DfE etc.

General Data Protection Regulation

- To undertake the role of Data Protection Officer for FCAT.
- To develop and implement FCAT's GDPR policy, procedures and systems, monitoring the Trust's compliance against these through audit, providing reports on compliance and ensuring regular reviewed.
- To be responsible for informing and advising managers and staff across the Trust of their data protection obligations under GDPR.
- Designing and delivering training to managers and staff regarding their data protection obligations.
- Provide expert advice in all areas of GDPR including overseeing response to Freedom of Information and Subject Access Requests.

- Act as the Trust lead and contact externally for all data protection issues, including data breach reporting with data protection authorities.
- Act as the Trust lead and contact internally for all data protection issues on matters relating to data subject's privacy and confidentiality.
- Advising on the necessity of Data Protection Impact Assessments (DPIA's), how they are implemented and their outcomes.

Other Tasks and Responsibilities

- To work flexibly to accommodate meetings with earlier or later start/finish times as required.
- To act in accordance with FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.
- To actively participate in Continuous Professional Development.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.