

# BURY COUNCIL

## JOB DESCRIPTION

<b>Post Title:</b> <b>School Performance and Standards Data Analyst</b>	
<b>Department:</b> <b>CHILDREN AND YOUNG PEOPLE</b>	<b>Establishment/Post No:</b>
<b>Division/Section:</b> <b>Education &amp; Inclusion</b>	<b>Post Grade:</b> <b>Grade 9</b>
<b>Location:</b> <b>Any location within the borough of Bury</b>	<b>Post Hours:</b> <b>37 hours per week in accordance with service requirements.</b>  <b>Flexi time scheme in operation.</b>  <b>Temporary Contract: 12 Months Contract</b>
<b>Special Conditions of Service:</b> <b>Casual car user allowance</b> <b>Occasional unsocial hours and weekend work</b>	
<b>Purpose and Objectives of Post:</b>  To be responsible for the efficient development and maintenance of effective school performance data processing systems/procedures, and the distribution of schools performance and standards data analysis in line with the needs of the performance and standards Service.  To set up, maintain and review highly complex data. Analysing, problem solving, developing solutions and/or strategies with senior officers in improving school performance and standards.  To produce clear, concise, and accurate information to support the Service Manager and Team Manager, and LA Officers in raising school performance and standards.	
<b>Accountable to:</b> <b>Strategic Lead</b>	
<b>Immediately Responsible to:</b> <b>Pupil Performance Data Manager</b>	
<b>Immediately Responsible for:</b> <b>None</b>	
<b>Relationships: (Internal and External)</b>  <b>Internal: Staff within Children's Services and other Council Departments, schools</b>  <b>External:</b>	
<b>Control of Resources:</b>	

### **School Performance and Standards Data Management:**

Under the general supervision of the Pupil Performance Data Manager, the School Performance and Standards Data Analyst will be required to:

1. have responsibility for managing, monitoring and reporting the data intelligence gathered relating to the performance and standards of schools within Bury;
2. be accountable for the use of systems within the Service Unit in raising school performance and standards across Bury;
3. act as the key point of contact for schools in relation to school performance and standards data and to deal appropriately with enquiries in relation to school performance and standards and to provide information in a clear and timely manner;
4. gather information in relation to the identification and support for the LA's vulnerable pupils (particularly those who are disadvantaged and / or who are in receipt of the Pupil Premium funding) and pupils in specialist settings in order to close any gaps in attainment, including reporting on school spending decisions in relation to the impact of their allocation of pupil premium funding;
5. create, develop and maintain efficient management information systems, gathering and reporting intelligence about the performance of children and young people in schools and specialist settings;
6. create and maintain data systems to highlight and improve school to school variation in performance and standards;
7. manage and develop school performance and standards databases, which efficiently pull together a range of data from different national and localised sources of data and intelligence and to maintain up to date records on all changes in school performance data, in line with the release of schools performance and standards data sets (national and local);
8. ensure the efficient management of data and information relating to school performance and standards, including management and updating of school visit reports and following visits by officers to schools so that all information contained about schools performance and data is up to date, accurate and relevant;
9. advise and assist the Manager and LA Officers in target setting and detailed analysis of school performance and standards and in the reporting of this information to Council;
10. make a significant contribution to the development and maintenance of efficient and effective systems for the collection, recording, storage, analysis, presentation and distribution of termly school performance data and other census data within Education and to its internal and external partners;
11. be responsible for the preparation and distribution of school performance and standards data analysis to schools, elected members and others where appropriate;
12. collate and report on school performance and standards related National Indicators consistent with the corporate reporting cycle;
13. ensure the validity of data through data checking and cleaning, liaising with data providers and others where necessary;
14. respond to education developments both strategic and operational that have implications on school performance and standards data management;
15. produce verbally and in writing complex data analysis to a range of audiences, including non specialists;
16. ensure policies and procedures are put in place by the post holder. These should meet the organisational, technical and strategic demands of the Performance and Standards division;
17. keep abreast of current and emerging data requirements and good practice in relation to the measurement, monitoring and reporting of school performance and standards;
18. actively promote the work of the school performance and standards team and ensure that they keep abreast of the latest developments in the management and processing of school performance and standards data, averages and trends;
19. ensure clear communications with the Manager and other team members, where appropriate, about relevant issues in allocated schools;
20. demonstrate the highest standards of interpersonal skills in all communications with all audiences, to present findings and judgements clearly both orally and in written / electronic forms;
21. contribute to the construction, implementation and review of the Council's Business Plan for Services for Education
22. contribute to the training of governors on data and interpreting results and findings. Assisting them to use and understand performance and standards data and target setting;
23. liaise as appropriate with other teams and services within the Local Authority in relation to schools performance and standards data;
24. to provide support to the Pupil Performance Data Team i.e. data collection periods;

**Developmental:**

1. To attend and take an active part in all meetings of the School Performance and Standards Team, including weekly Briefing meetings, and to participate in relevant training, as required by the Head of Service;
2. To contribute to the implementation of school performance and standards review meetings (such as schools causing concern panels) by undertaking regular audit and review of such schools;
3. To provide appropriate feedback to team members with a view to improving service quality and the achievement of high performance and standards in line with relevant Team Plans and Service Unit Plans;
4. To contribute to the quality assurance of training provided for Governors, which may require attendance at some evening meetings;
5. Provide advice and consultation to other professionals in the school performance and standards unit;
6. Work with other School Performance and Standards Unit staff in respect of the continuous improvement of the services offered by the Unit;
7. Assist in the development of policy, procedures and practice.

**Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)**

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Postholder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>

**Bury Council**  
**C**HILDREN, & **Y**OUNG **P**EOPLE **D**EPARTMENT

## PERSON SPECIFICATION

## School Performance and Standards Data Analyst

<b><u>ASSESSMENT METHOD</u></b>	<b><u>SHORT-LISTING CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b>QUALIFICATIONS</b> Application Form	Degree in IT/Business or other related field, or able to demonstrate an equivalent significant experience of working at this level		✓
<b>KNOWLEDGE</b> Application Form Interview	<p>Microsoft Office Suite (Word, Excel, Outlook, Access, Internet)</p> <p>Programming experience of the above packages would be advantageous for this role</p> <p>Use of Intranet / Internet and electronic communications for information distribution</p> <p>Knowledge of relevant education legislation/ regulations/ guidance in relation to education, schools, evaluation of school performance and standards</p> <p>Understanding of successful strategies for rapidly improving the performance of pupils, teachers, leaders and governors, and for improving the standard and quality of education provision</p> <p>Knowledge of how organisations and systems operate</p> <p>Knowledge of education work methods and protocols</p> <p>Knowledge and understanding of equal opportunities in the areas of both employment and service provision.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	✓
<b>EXPERIENCE</b> Application Form Interview	<p>Experience in education and data management</p> <p>Experience with computerised applications (MS Office and PC)</p> <p>Experience in computerised data capture and analysis</p> <p>Experience in producing business reports</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>ABILITIES</b> Application Form Interview	<p>Outstanding interpersonal skills and the ability to establish and maintain positive relationships with headteachers, governors, team members and wider council staff to generate confidence, trust and respect</p> <p>Ability to provide high quality support, which empowers, enables, motivates and inspires others, particularly in fostering positive relationship between schools and the council</p>	<p>✓</p> <p>✓</p>	

	<p>Ability to engage with the educational community at all levels on issues and outcomes of school performance and standards, including using effective accountability mechanism to report on school performance and standards</p> <p>Ability to work as part of a team and service that ensures and maintains a culture of change that is team based, performance and standards driven, and which secures high levels of confidence and motivation from all staff</p> <p>Numeracy and Literacy skills</p> <p>ICT skills – creating databases and spreadsheets, word processing and reporting</p> <p>Ability to handle large scale data capture and manipulation from multiple sources</p> <p>Ability to manage competing demands and to achieve targets within tight timescales</p> <p>Ability to understand and operate management and administration systems</p> <p>Ability to collate, analyse and report on qualitative and quantitative data</p> <p>Highly developed networking, advocacy, oral, written and presentation skills.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>PERSONAL QUALITIES</b></p> <p>Application Form</p> <p>Interview</p> <p>Personal Interview</p>	<p>An enthusiastic and effective data manager with a strong commitment to improving service delivery to meet the needs of children and young people in Bury</p> <p>Ability to communicate effectively with schools, elected members and other professionals working within and outside of the Local Authority</p> <p>Ability to work with minimum supervision</p> <p>Ability to remain objective and to balance opposing views and interests</p> <p>Ability to make and maintain appropriate professional relationships with others and to influence effectively and with positive impact</p> <p>Self confidence initiative and personal resilience</p> <p>Ability to seek out and develop own further learning and development</p> <p>Flexible working – including evenings where necessary</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>OTHER REQUIREMENTS</b></p> <p>Application Form</p>	.		

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.