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**PROSPER Learning Trust**

**Job Description**

## Organisation: Prosper Learning Trust

**Post Title:** Trust Data Manager (A5002)

**Grade:** N7 **Points:** 526

**Responsible to:** Trust Operations Manager

## Job Purpose: To be responsible for the collection, analysis, monitoring and tracking of data across the Trust. Develop and manage assessment and analysis procedures across the Trust. Provide comprehensive support to all academies in the Trust in relation to managing the MIS system and provide reports as required. To work as part of a team across Prosper Learning Trust, supporting colleagues with data procedures as necessary. To ensure Trust data processes comply with GDPR requirements.

**Main Duties:** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. Please note this post requires travel across Trust sites.

**Data Management:**

* To liaise with academy Headteachers to ensure Trust processes are adhered to and that all pupils are tracked and monitored in relation to a range of pupil outcomes
* To be the point of reference and support for leaders across the Trust in relation to data management, data protection and processing
* To manage Trust-wide management information systems
* To provide Trust-wide expertise, and provide relevant training, in all aspects of commonly used Management Information Systems (Bromcom) and other core data handling systems
* To create training programmes that ensure that Prosper staff possess the skills and understanding to fully utilise the information management systems and data handling systems at their disposal
* To manage, co-ordinate and present the performance data of Prosper Learning Trust and its academies to Trust leaders and other audiences (including governance committees) for the purpose of evaluation of performance
* Take responsibility for all statutory returns including those to DfE at census points
* Ensure that fail-safe processes are consistently applied to all academies to ensure the appropriate management of data management relating to external examinations/assessments – to liaise with Trust Exams Officer in this regard
* To update and monitor the Trust’s Equality information to ensure compliance
* Ensure the Trust and academies’ data management systems operate effectively by:
  + Producing timely and accurate collation analysis of data
  + Working with Headteachers and Senior Leaders to create data reports
  + Producing data reports for a wide range of audiences including DfE
  + Analysing data to identify issues/inferences
  + Supporting and training colleagues, including teaching staff, to input and process and analyse data within specific deadlines
  + Preparing analysis and reports of the outcomes of external examinations and assessments in liaison with Trust Exams Officer
  + Keeping up to date with developments in data management systems that the Trust uses and with others that may be of interest
  + Ensuring that Senior Leaders are aware of any concerns regarding the validity or accuracy of data
  + Ensuring that all data collection and data returns, required by external agencies including the DfE, are submitted accurately within the expected timeframes in conjunction with relevant management
  + Collating pupil attendance information across the Trust in line with up to date education and policy changes
  + Developing policies and staff guides relating to data management, processes and procedures
  + Ensuring the Trust and academies are receiving best value from their data management systems by leading data system procurement processes
  + Managing the quality and effectiveness of services against agreed Service Level Agreements with 3rd party suppliers
  + Overseeing the compliance with regulatory reporting requirements and protecting data from internal and external misuse and exposure
  + Producing and implementing data quality improvement plans, ensuring data is fit for purpose and that there are processes to maintain quality
  + Technical and strategic support for the development of Trust learning platforms, ensuring these are continually optimised.

**Data Protection:**

* To work with the DPO to ensure the Trust, its employees and key stakeholders are aware of their data protection obligations under the Data Protection Acts (including GDPR) and support and drive the implementation and adherence to all required standards
* Provide and update Data Protection and Freedom of Information policies and procedures, this will include awareness training, and training of staff involved in processing operations, and providing guidance on any rectification issues.
* Identify changes/new processes for the use of data (email, telephone, direct mail, other electronic communication) that need to be introduced to manage user records correctly, to comply with Data Protection and Privacy (legal and best practice) recommendations
* Carry out Data Protection Impact Assessments (DPIAs), as advised by the Data Protection Officer, or work with Trust staff to produce these
* Liaise with other organisations that process data on our behalf to ensure they comply with Data Protection law
* Act as a point of contact for individuals and manage all Freedom of Information requests to ensure they are addressed and comply with legal requirements
* Act as a point of contact for individuals (data subjects) and manage all Subject Access Requests to ensure they are addressed and comply with legal requirements
* Liaise with other organisations that process data on our behalf to ensure they comply with data protection law
* Provide guidance and support on how to deal with data breaches
* Provide any staff awareness training required in relation to data protection
* Update and monitor Trust data mapping
* Monitor the Records Management policy, update retention schedules, encompassing both paper and electronic records, ensuring compliance with regulatory requirements

Fulfil any other duties as may be requested by the CEO or Trust management. The above duties do not define or include all tasks required of the postholder. Duties and responsibilities may vary without changing the level of responsibility.

**Support for the Trust**

* Be aware of, support staff and students with varying needs and ensure all have equal access to opportunities
* Contribute to the overall ethos/work/aims of the Trust
* To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trust’s policies and procedures
* Promoting and safeguarding the welfare of children the post holder comes into contact with
* Assist the Trust by maintaining good relationships with staff, parents, trustees, governors and external agencies in order to promote the objectives of the Trust.

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential or Desirable** | **Assess by** |
| **Qualifications and Training** |  |  |
| Degree or higher (or combined with extensive experience – minimum 3 years in a relevant discipline) | E | Application form/Interview/ Task (if applicable) |
| Evidence of commitment to updating knowledge through regular CPD | E |
| Further professional development in relevant fields | E |
| Safeguarding training | E |
| **Knowledge and Experience** |  |  |
| Knowledge of relevant legislation and guidance | E | Application form/Interview/ Task (if applicable) |
| Experience of analysing and interpreting education performance data | E |
| Experience of data and system management in an academy/school, local authority or education setting | E |
| Experience of working with data analysis tools and software to interrogate data | E |
| Experience of producing reports for a variety of different audiences | E |
| Experience of planning and providing in-house training to colleagues | E |
| The principles and practices of good data management and how these contribute to operational planning and delivery | E |
| Excellent and proven record of working with schools’ MIS (Bromcom) | E |
| Experience of the use of an implementation of GDPR practices | E |
| Full understanding of relevant codes of practice and awareness of relevant legislation of working in an education setting | D |
| **Skills and Key Criteria** |  |  |
| Strong analytical skills | E | Application form/Interview/ Task (if applicable |
| Excellent communication skills (both written and oral) with internal and external stakeholders | E |
| Excellent organisational skills | E |
| Ability to manage your own workload in order to meet deadlines | E |
| Ability to work independently and use own initiative | E |
| Ability to maintain confidentiality | E |
| Able to work within and apply all relevant Trust and Academy policies | E |
| Willingness to develop new skills and participate in training | E |
| **Personal Attributes** |  |  |
| A supportive and co-operative team member | E | Application form/Interview/ Task (if applicable |
| Ability to work outside normal Trust Academy hours in line with need | E |
| Able to demonstrate commitment to driving forward the Trust’s vision | E |
| Encourages ideas, initiative and innovation in others | E |
| Highly motivated showing resilience and reliability | E |
| Ability to relate well to pupils and members of the community | E |
| Ability to travel to multi-site locations across the Trust | E |
| Good timekeeping and attendance | E |
| Willing to undertake further training as required | E |
| **Equal Opportunities** |  |  |
| Candidates should indicate an acceptance of, and a commitment to, the principles of the Trust’s Equalities policies and practices as they relate to employment issues and to the delivery of services | E | Application form/Interview/ Task (if applicable |
| **Safeguarding** |  |  |
| Commitment to the protection and safeguarding of children and young people | E | Application form/Interview/ Task (if applicable |
| Has up to date knowledge of relevant legislation and guidance in relation to working with young people | D |
| Successful candidate will be subject to an enhanced Disclosure and Barring Service Check | E |