

Wollaston School



**CURRICULUM, ASSESSMENT AND
TIMETABLE MANAGER**

**Job Description
September 2024**



WOLLASTON SCHOOL

JOB DESCRIPTION

NAME OF POST HOLDER:

POST TITLE: CURRICULUM, ASSESSMENT & TIMETABLE MANAGER

Post Purpose:

The Curriculum, Assessment and Timetable Manager plays a crucial role in ensuring that the school operates efficiently and effectively, supporting the educational goals of Wollaston School and enhancing the learning experience for students.

The role facilitates better decision-making, optimizes the use of resources, and contributes to a well-organized and responsive school environment.

Supporting Senior Leadership, the post holder will ensure a seamless data management operation including the management of all student information systems e.g. maintaining accurate records of student data including personal details, attendance, grades and behaviour, data analysis and reporting i.e. analysing student performance data to identify trends, support decision making and inform teaching strategies and the preparation of reports for leadership, teachers, parents, and external bodies.

Overseeing Timetabling including the creation of class schedules, assigning teachers to classes and the allocation of rooms and resources.

Managing cover arrangements for absences through effective deployment of available staff.

Effective conflict resolution to resolve scheduling conflicts such as teachers' availability, room allocation and student subject choices.

Link relationships: Senior Leadership Team & Nene Valley Partnership Members

Working Hours: Fulltime

Working Hours: Monday – Friday 07:30am – 15:30pm

Salary/Grade: NJC scale Grade K. Point 32-36. Actual Salary: £40,221 - £44,428 per annum

Reporting to: Deputy Headteacher (Academic Standards)

Disclosure Level: Enhanced

Corporate Responsibilities:

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Data Management:

Under the guidance of the Deputy Headteacher Academic Standards, the post-holder will be responsible for:

- The input, manipulation, management, and dissemination of all school data, using school platforms.
- The coordination, administration, management, and dissemination of accurate data required by all school leaders and managers, relating to reading ages, academic progress, behaviour, attendance, and other key measures.
- Ensuring that appropriate data is produced as required for inclusion in all school-based assessments.
- Ensuring that the data used of reports to parents is clear and accurate.
- Ensuring effective use of the school's MIS in order to manage the school's data-handling requirements.
- Producing all requested data in a usable and understandable format for Ofsted and other educational partners, as required.
- To assist in curriculum model development and constructing/administering the whole school timetable.
- To lead and oversee the production of all Census reports.
- To ensure that all management arrangements are in place for the efficient collection of staff and student related data associated with the annual Census cycle of data collection.

Parental Consultation, Events and Student Reports:

- To prepare and publish through the school calendar and newsletter the annual cycle of parent evenings and consultation events inclusive of the internal management arrangements.
- To produce timely communications to parents notifying them of student reports and parental consultation meetings
- To lead and manage the arrangements for parents' evenings and consultation events in liaison with other senior support staff.
- To oversee the production and distribution of all school reports mindful of the clarity and meaningfulness of the information being shared with stakeholders.
- To produce reports on standards of attainment on results days for GCSEs, updating these as results are re-graded.
- To be responsible for the extraction of assessment data in whatever form is required by staff.
- To be responsible for the production of statistical analyses following student assessments.
- To support the school target setting process by preparing data as requested by middle and senior managers.
- To support the reporting process to parents and external bodies by preparing assessment data and for the logistical arrangements of set days and other parent consultation meetings.
- To train others, where appropriate, in the use of appropriate data systems associated with student performance.

Timetabling:

- To support the Senior Leadership Team with the building of timetables for the whole school.
- To support Senior Leadership Team with the options process to secure an effective timetable.
- Maintain the academic timetable for staff and students, rooms, classes, subjects, and scheduled activities.
- Consult with Heads of Faculty regarding the allocation of classes to staff and rooms.
- Creating and schedule classes, allocating and changing staff and appropriate rooms to maintain efficient use of resources.
- Complete MIS end of year processes and create class lists and timetables for the coming academic year.
- Identify and resolve scheduling conflicts, such as staff absence, teacher availability, room location and student subject choice and adjust timetabling and arrange additional cover where required considering budget limitations.
- Manage effective cover daily and cover absence where required through available staff and Assistant Teacher team.

General:

- To attend meetings with middle and senior managers, governors and any other nominated bodies relating to the handling of assessment data.
- Management of the school calendar ensuring information is kept up to date and published on the school website.
- To support the management of the school by contributing to staff training in the use of data.
- To liaise with the IT Department on the security and distribution of data.
- To work within the framework created by the Freedom of Information Act and the General Data Protection Regulations.
- Designated DPO, to be responsible for managing and supporting staff with GDPR compliance processes.
- To support the student body by preparing and distributing data that is appropriate for achievement certificates and progress files.
- To prepare printed output that is of high quality for presentation purpose.
- Designated EVC to assist with the planning of school trips and visits.
- Undertake any other reasonable duties that are in keeping with post as may be determined from time to time by the Head of School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signatures

Signed
Curriculum, Assessment & Timetable Manager

Signed
Head of School

Date

Date

PERSON SPECIFICATION

	Essential	Desirable
SKILLS, KNOWLEDGE & EXPERIENCE		
Demonstrable first class administration, organisation and secretarial skills	✓	
Highly proficient ICT user; highly skilled in the use of all Microsoft Office packages: particularly Word, Excel, Outlook [email] and Powerpoint and specialist school electronic communication software	✓	
Accurate and fast typing and word processing skills	✓	
Significant relevant previous experience of working independently within an office environment – consistently and positively fulfilling your role within the wider team function	✓	
Evidence of an ability to communicate effectively both in verbal and written form – particularly a good level of written English	✓	
Ability to adhere to legislation, codes of practice and policies/procedures within the school environment	✓	
Experience of working with SIMS management information system	✓	
Experience of working within a school environment and/or in similar role	✓	
QUALIFICATIONS		
A good level of general education: preferably educated to A-level standard or equivalent [<i>to include GCSE English & Maths at Grade C or above (or equivalent)</i>]	✓	
Recognised secretarial and/or ICT qualifications (relevant to the role)		✓
Recognised HR Qualification / certification		✓
PERSONAL QUALITIES		
Excellent interpersonal and communication skills, with a sound customer service approach. A pleasant professional manner	✓	
Ability to build and maintain effective/professional working relationships with all stakeholders of the school	✓	
Excellent organisational skills, with the ability to be flexible, manage time effectively, and demonstrate initiative when required	✓	
High level of accuracy and attention to detail, with an ability to preserve the confidentiality of information as appropriate	✓	
Evidence of a professional demeanour, are able to work effectively under pressure and meet deadlines – multitasking and using your own initiative as necessary	✓	
Ability to operate effectively individually or as part of a team when required	✓	