

Carew Academy Job Description Data and Publicity Manager

Purpose of Job

To be responsible for the creation of detailed data analysis and the maintenance of the school's management systems. The role will include keeping track of student progress and to work collaboratively with the Senior Leadership Team to consider appropriate interventions to support students in making good or better progress. The candidate will also need to be responsible for the management of the school's marketing materials and will work together with the Trust's marketing team.

Specific Duties

1. Liaise with the Senior Leadership Team in producing information to raise student outcomes.
2. Provide analysis of examination results.
3. Provide feedback to teaching teams around the progress and personal development of students.
4. Manage complex administrative procedures.
5. Produce data reports.
6. Input data accurately and efficiently using the school's assessment systems.
7. Provide support to the Senior Management Team as requested.
8. Prepare and deliver in-house training to appropriate cohorts of staff.
9. Update the school's news stories to the website.
10. Work collaboratively with the Trust Marketing Team to develop the prospectus and other marketing materials.

Support for the School

11. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
12. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
13. To share expertise and skills with others.
14. Contribute to the overall ethos of the school.
15. Appreciate and support the role of other professionals.
16. Attend and participate in relevant meetings as required.
17. Participate in training and other learning activities and performance development as required.
18. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.

Supervision Arrangements

Carew Academy will determine supervisions arrangements in line with the management structures.

Safeguarding

Carew Academy is committed to providing equality of opportunity, and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Key Organisational Objectives

The Post-holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed

- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework

General notes

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.