



Cayman Prep and High School
(Owned and operated by the United Church in Jamaica and the Cayman Islands)

Data and SIMS Manager Job Description

Purpose:

- In liaison with the School's Senior Leadership Team oversee, develop and maintain the Management Information System (SIMS) to ensure data is secure, accurate, consistent and available across both schools.
- Lead the school in setting in place processes to measure student performance, progress and attainment and to provide staff, parents and management with timely and relevant data reports to enhance standards of teaching and learning.
- To identify and deliver appropriate SIMS and related IT training to staff, including follow up support.

Reporting to: Director and Principals

Liaising with: Teachers, Middle Leaders; Heads of Faculty; Systems Administrator; Head of Assessment, Inclusion and Staff Development; Business Manager and Administrative staff

The duties and responsibilities of the Data and SIMS Manager include but are not restricted to the following:

1. Management Of The Management Information System (SIMS):

- Ensure that the data structures are adequate to the task, including the integrity, consistency and coherence of data.
- Prepare and publish SIMS user guides / reports.
- Oversee and co-ordinate attendance data.
- Assist when required to allocate lesson cover.
- Co-ordinate and complete the school census and other statistical government returns.
- Develop the use of SIMS Assessment Manager and Profiles and support staff in their day to day use of the system.
- Provide staff training and literature specific to the use of the SIMS.
- Create and maintain the assessment database and ensure that assessment data held on students is accurate and complete.
- As required analyse the data held in SIMs and produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils.
- Set up and manage systems for tracking the progress of students at each key stage.
- Set up and maintain subject specific mark sheets in line with curriculum requirements.
- Manage the production of annual reports and interim reports on the progress of all students in the school.
- Work with the relevant persons on providing the required Assessments (e.g. CAT).
- Working with the Business Manager and administrative staff to ensure smooth and accurate process within SIMS for the management of admissions.
- Explore and develop other software applications to facilitate school operations.

2. Timetable

- Prepare a new academic year calendar in SIMS.

- Promote students into the new school year structure incrementing their curriculum years as required.
- Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS.
- Set up &/or support and maintain registration groups, allocate student memberships and Teachers.
- Update and apply periodic and casual changes to courses, teachers and rooms, when required.
- Ensure the smooth transfer of data between the Timetable – Assessment Manager – Academic Management – Lesson Monitor.
- Assume responsibility for managing entry into the Academic Management in SIMS.

3. Strategic Direction and Development of IT

- Create systems to provide data to inform SLT on value added across the school.
- Ensure the intranet is used to publish relevant internal information.
- Ensure students and parents have the relevant knowledge and skills to use the learning environment and other ICT technologies, including providing training, evaluating and acting on feedback and resolving problems.
- Working closely with the IT Systems Administrator and support team to ensure coordinated changes and updates to the school's information system.

4. Other Responsibilities

- Set up Parent Teachers Consultation system for available appointments as required.
- Ensure all duties and responsibilities are discharged in accordance with school policies and procedures.
- Managing the school's online management system (SchoolsBuddy) for all extra-curricular clubs & activities, trips and events and after school care.
- Managing the school's safeguarding system (CPOMS).
- Managing the school's admissions system (Applicaa).
- Develop and support the school's VLE (Everest) across both Primary and High School.
- Participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale.
- Ensure compliance with data protection laws and regulations and safeguarding procedures and to serve as the schools Data Protection officer.
- Liaise with the designated members of staff responsible for examinations, curriculum and assessment.
- Support the aims and ethos of the school, setting good examples in terms of dress, punctuality and appearance.
- Adhere to the Christian ethos of the School.
- Undertake all reasonable duties as directed.

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of

being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time and may be subject to modification or amendment after consultation between the Director and the post holder.

Signed:

Post Holder: _____ Date: _____

Director: _____ Date: _____