

LAMPTON SCHOOL: OUTLINE JOB DESCRIPTION AHT (STUDENT PERFORMANCE)

Core Purpose

1. To produce the school's annual timetable and all duty rotas in consultation with members of the Senior Leadership Team (SLT).
2. To manage and develop the school's use of student specific performance and assessment data to support the school in achieving improved educational outcomes.
3. To use systems e.g. FFT, Aspire to improve analysis and target setting.
4. To have overall responsibility for the management and development of the school SIMS database - assessment module.
5. To provide statistical analysis of students' performance against specified criteria as required by the SLT.
6. To manage interim and annual report schedules and data output from SIMS.
7. To provide data for the school's SEF / reports to Governors and to provide statistical analysis of data as required by SLT and other staff in the most appropriate format.
8. To ensure that all student assessment data is up to date and accurate
9. To provide training to other members of staff in order to continually upgrade skill levels and ensure maximum effectiveness.

Assessment

1. To work with the DHT (assessment and reporting) to plan the assessment calendar.
2. To ensure that teachers are aware of the data requirements and key dates e.g. report deadlines.
3. To use the FFT Aspire website to obtain targets and grades
4. To manage the creation and maintenance of aspects, templates and mark sheets for assessments.
5. To use assessment data to provide senior management with statistical analysis data e.g. levels of progress.
6. To manage the templates and mark sheets used in SIMS to ensure that correct mark sheets are available to staff at the beginning and during the academic year.

Interim and Annual Reports

1. To manage the templates used to produce the Progress and Annual Reports.
2. To review teachers' input, including all assessment and comment data fields that are included in reports and to make any necessary corrections or liaise with teachers where errors occur.
3. To work with business support officers in the production of the reports and assist as required with collation and checking of reports.
4. To be responsible for the completion of reports by the date in the assessment calendar

Examinations

1. To provide SLT with on-going analysis of KS4 and KS5 data, both predicated and actual.
2. To produce key performance indicators as required.
3. To update and maintain overviews of individual student's progress.
4. To work with the Admissions and Examinations Officer to ensure that all KS4 and KS5 examinations, grade sets and performance points are recorded on SIMS to enable the exams module to provide statistical data required by the Local Authority when GCSE and 'A' level results are released in August.
5. To analyse and report on GCSE and 'A' level exam results.
6. To perform data checking exercises for the Department of Education as required.