

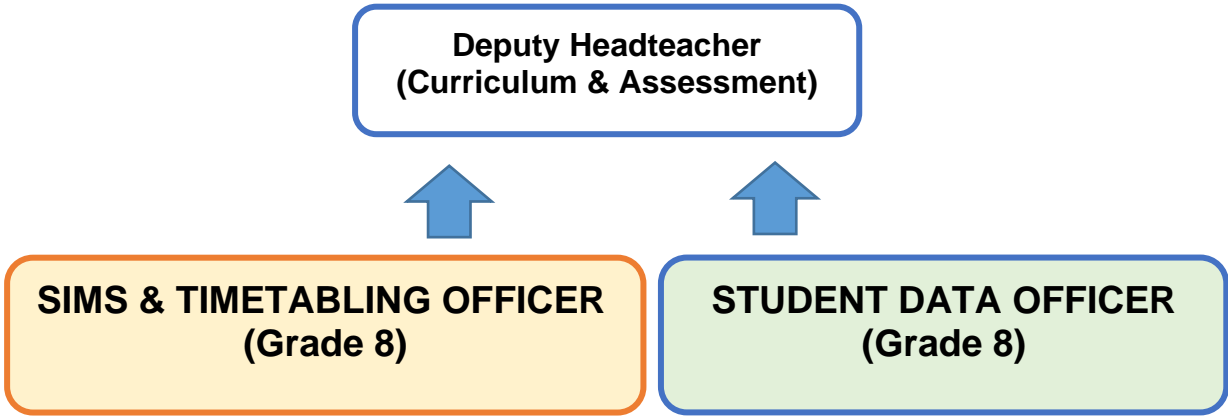
JOB DESCRIPTION

Job title:	SIMS & TIMETABLING OFFICER	
REPORTS TO::	Deputy Head	
Grade:	8 / (TTO + 4 wks or 52 wks)	
1.	MAIN PURPOSE OF JOB	
	<ul style="list-style-type: none"> In partnership with the Deputy Head and staff across the school - the postholder will have responsibility for the design and building of all school timetables and responding to and implementing in year updates as required. Lead SIMS officer for the school – with responsibility for maintenance, updates and overall administration of SIMS to ensure it is fit for purpose and a reliable system to support the schools statutory and non-statutory reporting requirements. Work closely with staff across the school to ensure subject option processes run smoothly and feed into timetabling and scheduling. Lead administrator for parents evenings, room bookings systems. Work closely with the Student Data Officer to support the schools operations i.e. new students, examinations / assessment reporting, Census reporting, MAT data and any other areas relating to SIMS, data, timetabling etc. 	
2.	KEY TASKS:	
		Responsible for timetabling / scheduling options groupings to optimise student choice, effective learning, efficient staff deployment and cost effectiveness.
		Responsible for scheduling Y7-13 teaching groups to create an efficient and workable school timetable that meets the needs of staff, students and the school.
		Responsible for in-year timetable amendments due to staffing changes, accommodation constraints and changes in student choice.
		Management of the transfer of the timetable to SIMS, testing, dealing with any bugs and resolving issues.

		Working with the Deputy Headteacher and Student Data Officer to ensure all statutory and non-statutory student data reporting, retention requirements are met and that robust systems and processes are in place to support decision making and business continuity
		Work closely with the Examinations Officer and Student Data Officer to ensure appropriate systems and processes are in place for assessment / examinations planning reporting and data retention.
		Producing reports and analysis relating to timetabling, options etc. for SLT and developing appropriate systems with the Student Data Officer for cross school reporting.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting – <p>The output of this role and its interactions with staff across the school underpins the ability of numerous other senior post-holders to complete their roles and to make decisions and to plan future actions.</p> <p>Although there is no direct management and supervision within the role there is a degree of managing and guiding others through the roles output and the postholder influences via this.</p> <p>It also involves the creation of individual timetables for staff and students with clear impact on working conditions.</p> <p>Required to train senior staff and middle leaders in the use and interpretation of various software packages as well as giving staff support whenever they require it.</p> <p>Offer extended support in the use of the SIMS assessment for all teaching staff.</p>	
4.	CREATIVITY & INNOVATION <p>Subject to minimal supervision. Deal with complex problems daily using skills in analysis and interpretation.</p> <p>Use initiative in all areas some of which have (timetabling) have significant implications on budgets and staffing requirements e.g producing most workable timetables for part time staff (including changes and proposed changes to working practices).</p> <p>Continually assess work, improving systems as necessary.</p> <p>Creativity and Innovation – The role involves significant creativity in the customised design and application of IT systems for the input, tracking and analysis of all student data across all year groups and subjects in the school. It also involves the design and implementation of programs for reporting across the school. It requires a creative approach to timetabling in terms of balancing and optimising demands/constraints across individual staff, subject departments and the whole school and using new systems as required.</p>	

5.	<p>CONTACTS & RELATIONSHIPS</p> <p>The post-holder will be required to develop strong working relationships with The Senior Leadership Team, Heads of Year and Curriculum Leaders as well as a range of staff across the school.</p> <ul style="list-style-type: none"> • Senior Leadership Team: provision of data analysis and development of systems to support improvement planning and whole school monitoring and evaluation • Curriculum Leaders: data analysis to support review of student performance and targeted intervention work. • Heads of Year: provision of data analysis to support review of student performance, targeted intervention work including behaviour and attendance issues. • IT Department: motivating and influencing them to develop effective systems. • Teaching staff: Set deadlines for the reporting schedule.
6.	<p>DECISIONS</p> <p>Discretion</p> <p>The post holder has a responsibility for designing and delivering timetables and scheduling which make best use of the schools resources and which support value for money, meet the needs of staff, students and the school.</p> <p>They will also ensure efficient systems which facilitate the delivery of accurate and reliable information which is relied on for a variety of reasons.</p> <p>The post holder will work with the Student Data Officer and support:</p> <ul style="list-style-type: none"> • The analysis, evaluation and reporting of data within the school • Systems to enhance the reporting procedures within the school and to identify underperformance in the school. • Training of senior staff and middle leaders in the use and interpretation of various software packages as well as giving staff support when required. • Offer support in the use of SIMS Assessment for all teaching staff. • The prioritisation of resolution of problems. • Improvements to systems and provision, being at the forefront of national developments. <p>The post holder uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.</p> <p>The post holder must decide how to best balance the many complex and wide-range of information and support requests from across the school at all levels and also external statutory duties are met and effective.</p> <p>The post holder assists with completing results analysis with Implications for internal school improvement priorities and validation/evaluation of school performance by external agencies. e.g. DfE, OFSTED</p>

	<p>Major consequences for internal improvement work and external judgements of school performance e.g. OFSTED, DfE, LA.</p> <p>The post holder will need to stay up to date with developments and updates in all operating systems and will cascade this to school staff as required and will ensure policies and procedures reflect regulations and best practice.</p> <p>The post holder will be required to maintain accurate data.</p> <p>Consequences The professional support provided by the job holder ensures that the school's reporting, timetabling, student tracking and data systems evolve in line with the expectations of the school.</p>
7.	<p>RESOURCES – financial & equipment</p> <p><u>Description</u> Normal office equipment.</p>
8.	<p>WORK ENVIRONMENT</p> <p>Work demands</p> <ul style="list-style-type: none"> • The role is both proactive and reactive • Can be unpredictable, but also required to work to strict deadlines set internally or by external organisations. • May involve travel to, and occasional work in, partner schools. • Often required to work to strict deadlines set by line manager, SLT, partner schools and the LA. <p>Physical demands This role is largely office based but sometimes involves moving around the school premises.</p> <p>Working conditions No unpleasant working conditions. Normal office environment.</p> <p>Work context Work involves minimal risk to personal safety.</p>

9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Substantial operational experience of managing SIMS operations and the design and implementation of timetabling within a school environment. • The post-holder is required to use a range of software e.g. and will be highly competent in their abilities to manage these systems and deploy as required. • Intermediate to advanced MS office experience with an emphasis on excel. • Well developed interpersonal skills with the ability to communicate effectively with a range of colleagues. • Good organisational skills with the ability to manage a range of conflicting demands and work under pressure. • Developed and applied analytical skills. • Self-motivated with the ability to prioritise work in order to meet tight deadlines. • Knowledge and understanding of the data requirements of schools. • Experience of data input and manipulation. • Experience of development, management and operation of computerised administration systems. • Ability to critically plan and implement systems to maximise use. • Ability to produce written and graphical reports suitable for a variety of audiences. • Understanding of Child Protection requirements
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph BT A[Deputy Headteacher (Curriculum & Assessment)] B[SIMS & TIMETABLING OFFICER (Grade 8)] C[STUDENT DATA OFFICER (Grade 8)] B --> A C --> A </pre>