

# Job Description: Teacher and Data Analyst

St Paul's Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Salary/Scale:** MPS

**Reports To:** Assistant Principal for Operations and Curriculum

**Responsible For:** Teaching across specified Key Stages, and overseeing the strategic collation, analysis, and evaluation of whole-school performance data.

## Main purpose

To deliver high-quality, inspiring teaching that enables all students to make excellent progress. In addition, this role carries the significant responsibility of leading the school's data infrastructure. The successful candidate will oversee the collection, processing, and deep analysis of student data using systems like Bromcom and School Vue to drive school improvement, intervention strategies, and academic excellence.

## Duties and responsibilities

### 1. Teaching & Learning (within a reduced timetable)

- Plan, resource, and deliver high-quality lessons that challenge and motivate students of all abilities.
- Maintain accurate records of student progress, marking work in line with school policy.
- Contribute to the development of the curriculum, schemes of work, and resources.
- Set high expectations for student behaviour and foster a positive classroom environment.

### 2. Data Collation & Management

- Data administration:
  - To lead on the use of the school's Management Information System (Bromcom) and data visualisation tools (School Vue), ensuring data integrity across the platforms.
- Assessment setup:
  - To liaise with School Vue to create, configure, and maintain assessment tracking templates, marksheets, and data entry windows within the MIS.
- Data scheduling:
  - To liaise with School Vue and SLT line manager to design and manage the annual school data collection calendar, ensuring all teaching staff meet deadlines for progress checks and reporting cycles.
- External data integration:
  - Oversee the download and integration of external data sets (e.g., KS2 baseline data, CAT4, external exam results) into internal tracking systems.

### 3. Data Analysis & Insights

- Performance tracking:

- Transform raw data into clear, actionable dashboards and reports for various stakeholders, including the Senior Leadership Team, Heads of Department, and Governors.
- Sub-group analysis:
  - Conduct deep-dive analysis into specific student demographics (e.g., Pupil Premium, SEND, EAL, High Prior Attainment) to identify achievement gaps.
- Predictive modeling:
  - Utilise historical trends and current tracking data to generate progress projections and identify students or cohorts at risk of underachieving.
- Exam analysis:
  - Lead the analysis of summer exam results, producing comprehensive breakdown reports for the SLT on headline measures (Progress 8, Attainment 8, pass rates).
- Operational data analysis:
  - Analysis and reporting of operational data including staffing, cover and timetabling to SLT and SBCAT where required.

#### 4. Evaluation & Strategic Impact

- Strategic evaluation:
  - Evaluate the statistical impact of school-wide interventions (e.g., enrichment participation, detentions, revision sessions etc) to determine their efficacy and value.
- Staff training:
  - Where required, upskill leaders and staff on how to navigate Bromcom/School Vue and interpret their own departmental data.
- Data-driven culture:
  - Work alongside the SLT to cultivate a culture where data is used purposefully to inform teaching adjustments, rather than just as a compliance exercise.
- Data Compliance:
  - Handle, report, and store data in compliance with GDPR regulations and school safeguarding policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The development priorities of the school will require the leadership of the school to modify the focus of elements of this role in order to be ever responsive to the needs of the Academy.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Last review date:** June 2026

**Principal/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_