



**Helsby High School
Job Description**

JOB TITLE	Curriculum Support Manager	JOB REF NO	AAAE5182 Grade 8
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BASIC JOB PURPOSE

To develop and maintain the School's Information Management Systems (SIMS) computer administration network and database, maintaining data integrity within SIMS to administer and process whole school examination entries and results, and provide Statutory Assessment Test reports to parents.

To complete the statutory school census returns ensuing necessary time scales and deadlines are met.

To manage the deployment of allocated school funding in responsible areas: examination entries and administration including the oversight of all access arrangements.

To manage the provision of teacher cover via the cover supervision team and effective management of the school's supply budget.

To manage the central curriculum support administration function for the whole school.

NO	MAIN RESPONSIBILITIES
1	Strategically lead, prioritise and distribute the work of the Curriculum Support Team to ensure school priorities are delivered within necessary deadlines.
2	Lead on the development and operation of computerised administration systems (SIMS), to ensure that comprehensive data and information is available to the Headteacher and governing body, LEA and other agencies; thereby ensuring effective and efficient management of the school.
3	Liaise with external organisations on the development of existing and new SIMS modules; implement regular upgrades in the software in order to maintain its functionality and effectiveness and attend SIMS and Assessment Manager user-group meetings, to improve expertise in those areas and develop links with other SIMS managers in Cheshire schools.
4	Investigate the potential of new procedures and systems that could contribute to the maintenance of the highest possible level of administrative efficiency in the school. Train all teaching and support staff in relevant software packages, to include the use of SIMS modules and Report software in order to ensure accuracy, awareness of data and confidence in using the data available.
5	Manage the preparation of reports and data needed by the management group or Governors of the school and external agencies, analyse various data and produce reports for Senior Leadership Team (SLT) and Governors to highlight performance issues in relation to student, faculty and whole school targets.

6	Control the budgets for Assessment, Recording and Reporting; Examinations; and Teacher Cover; ensuring that value for money is achieved and that the separate budget heads are managed in the most cost effective manner possible.
7	Manage the work of relevant Administrative and Support staff, directly and through intermediate staff; and ensure efficient administrative and support systems are in place for the effective operation of the school.
8	Manage and Schedule the School Timetable to meet the needs of the school as directed by the relevant member of SLT; oversee the management of attendance registers and troubleshoot problem areas. Liaise with the relevant member of SLT and other leaders involved in the Options Choice procedures for Years 10 and 12.
9	Liaise with department leaders to ensure accuracy of examination entries are made to the relevant examination boards by the appropriate deadlines. Oversee the management of the school's internal and external Examinations System, including the analysis of statistical data relating to examination (external and internal), downloading and receiving on behalf of the school examination results from the various Examination Boards. Distribute results to students and analyse for release to Press.
10	Take sole responsibility for the management of the cover system, to include day to day operational management of cover as well as forward planning of cover to ensure the educational needs of students are met. Maintain paper and electronic records of staff cover, supply staff hours, INSET and personal leave.
11	Recruit, train and manage a team of Cover Supervisors, and engage and deploy external supply teachers, ensuring that all teacher absence is covered, and continuity of the curriculum is maintained. Ensure all teaching staff are trained in the use of requisite administrative / software packages.
12	Management, recruitment, selection and training of exams invigilators, readers, scribes etc.
13	Ensure that all supportive systems are in recorded in the timetable and SIMs as appropriate (e.g. PPA, Cover, On-Call, Reflection Room Cover, statutory meeting times). Create and manage procedures to improve the reporting systems to parents; and oversee the effective use of the process.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	