**Data Roles in a Secondary School**

This information is for senior leaders and people in the following roles.

**Student achievement manager (SAM)**

A student achievement manager (SAM) is a person within the school who has responsibility for overseeing all aspects of student achievement. An ideal SAM has the skills and capacity to be able to carefully analyse achievement data, and be curious about the data they have. A SAM also has to be able to lead discussions where data are central to thinking about and improving student achievement.

**Roles and responsibilities of the SAM**

• Organise timely collection of data.

• Work with the Data Manager to record all student achievement data.

• Maintain the evidential database.

• Review and analyse results.

• Prepare Target Setting calculations.

• Manage Tracking and Monitoring.

• Prepare data for Academic Counselling.

• Support Academic Counselling Manager.

• Prepare data for PST Conferences.

• Support PST Conference Co-ordinator.

• Manage/train data teams/PLCs.

**Data Manager**

The main role of a school’s data manager is to build, maintain and provide for appropriate use of the school academic database. An ideal data manager will have a sound knowledge of the school’s Student Management System (SMS) and the school network. They will manage the organisation and collection of any longitudinal test data which may be in the form of an EDB.

• Security, storage and maintenance of high quality data.

• Supplying high quality data to SAM, academic counsellors and other staff.

• Working with SAM, academic counsellors and other staff.

• Strong EXCEL skills.

• Internal school system knowledge.

• High level of organisation.

• Management and communication skills.

• Problem-solving orientation.

**Roles and responsibilities of the Data Manager**

• Day-to-day running of the SMS.

• Establish and maintain the evidential database.

• Supply high quality data to SAM, academic counsellors and other staff.

• Work closely with the SAM.