THE SCOTS COLLEGE

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	**Director of Data Analytics and Systems**
Department:	The Caledonian Institute of Research and Professional Practice
Location:	Bellevue Hill
Reports to:	Deputy Principal – Academics
Functional Relationships:	Deputy Principal – Academics, Deputy Principal – Sport & CC, Deputy Principal – Student Experience as well as key members in the Operations and Planning portfolio – particularly around the technical and compliance components. The Heads of Campus, Heads of Teaching and Learning, Heads of Curriculum and Assessment, Deans of Year, Heads of Department and Year Level Coordinators.
Date Position Description Approved:	August 2024

Primary purpose of this role

The Director of Data Analytics and Systems (particularly system interoperability) is responsible for leading the organisation's education data strategy and ensuring seamless integration and interoperability of systems across the campuses and teams. This role is critical in leveraging data to drive insights, operational efficiency, and evidence-informed decision-making. The postholder will be responsible for the coordination and administration of all components of academic, performance, pastoral, physical and mental health data systems.

The role involves comprehensive data analysis and collaboration with the Deputy Principal – Academics and other key leaders in the domains of Student Experience, as well as Sport and the Co-curricular, in the development, management, training, and review of student systems within the College. By integrating data across areas of the curriculum, the co-curricular and the pastoral, the Director will ensure high-quality teaching, coaching, learning, and overall student development outcomes.

The Director will have oversight of the use and development of the College's key student systems, including those related to athletic performance, strength and conditioning, and student wellbeing. This includes developing and maintaining relationships with external organisations regarding student performance, wellbeing, and health. The role maximises the utility, effectiveness, and efficiency of these systems for staff and students, ensuring a holistic approach to student flourishing.

Key Accountabilities

1. **Data Strategy Implementation**
   - Develop, execute, and continuously refine the organisation's data strategy, ensuring alignment with overall College strategic objectives.
   - Working with the Directors of Teaching and Learning, and specifically the Curriculum and Assessment leads, establish and maintain governance frameworks, ensuring quality, consistency, and security of our education related data across the organisation.

2. **System Interoperability**
   - Ensure seamless integration and communication between various systems to optimise data flow and reduce operational inefficiencies.
   - Oversee the implementation of interoperability solutions that enhance system performance.

3. **Advanced Analytics Leadership**
   - Lead the development and execution of advanced analytics initiatives, including predictive analytics, machine learning, and AI, to provide actionable practitioner insights.
   - Manage the design and delivery of real-time dashboards and reporting tools that support data-driven decision-making for staff, students and parental stakeholders.

4. **Stakeholder Engagement**
   - Act as a key liaison between IT technicians, and external vendors to ensure the successful implementation of data and system integration projects.
   - Communicate regularly with senior leadership on the progress, challenges, and outcomes of data and interoperability initiatives.

5. **Continuous Improvement**
   - Identify opportunities to enhance data processes, system integrations, and analytics capabilities to drive continuous improvement and innovation.
   - Stay abreast of industry trends, best practices, and emerging technologies in data analytics and system interoperability.

6. **Compliance and Risk Management**
   - Ensure all data and system interoperability initiatives comply with relevant regulations, standards, and internal policies.
   - Proactively identify and mitigate risks related to data security, privacy, and system vulnerabilities.

7. **Partnership and Supplier Management**
   - Manage relationships with external suppliers and ensure that third-party systems and tools are effectively integrated into the organisation's technology stack.
   - Foster a collaborative, innovative, and high-performance culture within the team.

Key Tasks and Expected Outcomes

1. **Cultural leadership**

   In conjunction with the Principal, and other members of the College Leadership Teams:

   - Promote, develop and protect the vision, beliefs, ethos and educational tradition in every aspect of The Scots College life.
   - Wholeheartedly support the religious affiliation and spiritual life of the College.
   - Create and maintain a climate of care and hospitality for all branches of the College family.
   - Model Christian values in all dealings.
   - Encourage the development of social conscience as an essential aspect of the College operation.

- Ensure that College policy and practice nurture respect for difference in all its forms - gender, race, talent, religion, culture.
- Promote a sense of collaboration and affinity with the Presbyterian Church in general.

2. Student System Design, Development and Management

- Lead and contribute positively and collaboratively to the development of the College LMS and related systems for academic performance, mentoring advice and pastoral use.
- Encourage the exchange and processing of data among different systems and processes.
- Enable all professional stakeholders to discover, access, and process data when, where, and how they need it.
- Lead the professional development for all relevant staff on the use of key student systems.
- In conjunction with the Director of Professional Learning and Coaching, induct new staff in the use of the College's digital student systems.
- Ongoing support and training for staff in areas of expertise with the integration of data into their roles as teachers, tutors and leaders of young men.
- Support teaching staff to ensure they maintain confidence and adequate skill in the application of the school's student systems.

3. Data Analytics

- Develop the School's data analysis strategy and operational planning to support enhancement of student growth and staff development.
- Liaise with external organisations to ensure raw data is provided efficiently and that these external organisations re- deliver the data in usable forms.
- Present annually to the College Executive with a comprehensive overview of outcomes reflecting the College's strengths in results and areas for development.
- Present to Campus Leaders, individual Head of Departments or Year Coordinators (as examples), a comprehensive annual academic profile reflecting areas of strength in results and areas for development.
- Present to individual Heads of Campus/Deans of Year/Year Coordinators (as examples) comprehensive annual student profiles reflecting each year's areas of strength in results and areas for development.
- Present a streamlined summary of the College's HSC Academic Profile (or equivalent) to all senior academic staff at the beginning of each academic year and other relevant in-year data collection points such as NAPLAN.

4. Innovation

- Identify digital learning innovations in the evolving environment that will enhance student experiences and outcomes.
- Lead the implementation of innovative student systems that will enhance student outcomes.
- Contribute to the change management process to ensure that innovations translate into improved teaching and learning practices and student performance.
- Liaise with HODs, Deans of Year and Year Coordinators to identify focus areas and assist in planning this.

5. Curriculum and Course Development

- Assist the Directors of Teaching and Learning, Heads of Curriculum and Assessment, Year Coordinators and Deans of Year in curriculum, course and assessment development to maximise each student's performance and wellbeing.

6. Other

- Develop and maintain a range of policies and practices related to the College's data environment and culture.
- Provide information to the Principal, Deputy Principals and Heads of Campus on academic results, key performance data, well-being data and other significant matters pertaining to the student program.

7. **General**

   - Attend any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Principal.

Performance Review Conditions

The appointee to the position of Director of Data Analytics and Systems will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

Special Requirements

The nature of this position is such that the Director of Data Analytics and Systems is required to be available outside the 'normal' school hours, is required to participate fully in the life of the College, to attend meetings and make presentations when necessary.

The Director of Data Analytics and Systems will, from time to time, be asked to take on extra duties that are assigned by the Principal.