



Position Description

DIRECTOR OF DATA ANALYTICS

Position title	Director of Data Analytics
Reports to	Senior Deputy Principal
Position of Leadership	Level 4
Time Release	24 periods per cycle

Role Description

The Director of Data Analytics is a senior leader responsible for advancing a data-informed culture that supports the mission, vision, and strategic priorities of Assumption College. As a member of the national Marist Data Network, the Director of Data Analytics works in partnership with College leaders and staff to ensure alignment with shared improvement goals and best practice in data use.

The Director of Data Analytics leads the design and implementation of a whole-school strategy for data collection, analysis, and application, ensuring that data is used effectively to improve student learning outcomes and teaching practice. They oversee the development and refinement of data systems and processes and bring experience in using data analytics software to inform evidence based decision making.

Working closely with the Learning and Wellbeing teams, and key staff, the Director of Data Analytics builds staff capacity in data literacy through targeted professional learning and coaching. The role supports a culture of reflection and growth, ensuring that the use of data is embedded in daily practice and contributes to ongoing school improvement. In demonstrating a commitment to continuous professional learning, they ensure compliance with legislative and curriculum requirements while modelling the value of lifelong learning.

With proven experience as an effective classroom teacher, the Director of Data Analytics demonstrates strong organisational skills, clear and confident communication, and a solutions-focused mindset, while building collective capacity through collaboration and professional support.

The Director of Data Analytics is expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Responsibilities

The Director of Data Analytics is responsible for:

- Leading data-informed school improvement by overseeing the collection, analysis, and strategic use of student achievement, engagement, and wellbeing data to drive continuous growth.
- Collaborating on whole-school data strategy, working with senior leaders to implement systematic data plans that inform targeted interventions and align with College priorities.
- Building staff data literacy, delivering professional learning and coaching that supports evidence-based teaching, reflection, and professional growth.
- Integrating data into the school's culture by working with Learning and Wellbeing Leaders to ensure assessment, reporting, and teaching practices are informed by meaningful data insights.
- Communicating data insights effectively, ensuring accurate reporting to Marist Schools Australia and the broader College community to foster shared understanding and transparency.

Key Duties

- Organise and oversee key student assessments (e.g. NAPLAN, PAT-R, PAT-M) in collaboration with relevant College leaders.
- Collaborate with Learning and House Leaders to identify high impact starting points for learning, wellbeing, and engagement, using data to monitor growth and guide school improvement planning.
- Drive continuous school improvement initiatives by providing data informed insights to the College Executive.
- Lead the development, implementation, and review of College policies related to teaching, learning, assessment, and reporting, ensuring alignment with data evidence.
- Embed collaborative data use into everyday school practices, fostering a culture of reflection, accountability, and improvement.
- Support staff in setting and achieving professional learning goals by helping them gather and interpret evidence of impact on student outcomes.
- Analyse internal and external performance data (e.g. NAPLAN, ACER, MySchool, College reports) to inform strategic planning and public reporting.
- Plan and deliver whole-staff professional learning opportunities, in partnership with the College Executive, aligned with the College's teaching and learning priorities.
- Provide targeted professional development to build staff capability in data analysis and interpretation.
- Conduct regular learning walks to support and enhance teaching practice through direct observation and feedback.
- Initiate and strengthen opportunities for parent and caregiver engagement in student learning progress and broader College priorities.
- Any other duties as outlined by the Principal.

Membership

The Director of Data Analytics is a **member of the following teams:**

- School Improvement Team
- Learning and Teaching Team

They work **in collaboration with:**

- College Executive
- School Improvement Team
- Pathways Team
- Student Wellbeing Team
- Learning and Teaching Team

Positions Reporting to the Director of Data Analytics:

- Database Administrator