



Reports To: IT Director

Department/Site: Education Team – IT Support

Why

Job Summary

To ensure a high quality learning experience for all staff and pupils within the Trust.

What

Main Responsibilities

- Support the IT Director in the design of the long term strategic IT development plan, identifying priorities, resources, common goals, opportunities, threats, key objectives, milestones and outcomes as they apply to the curriculum/learning needs of academies. Help adjust the Trust's direction in response to the changing learning environment within academies.
- Review methods of teaching and learning and enhance them. Work with senior leadership teams and specific departments of each academy to develop efficient systems and working practices.
- Train staff in all uses of ICT to improve their teaching practice and harness all technologies and services embedded in the IT Strategy. Develop and deliver training courses in readiness for the reconfiguration and implementation of the technology change embodied in the IT Strategy.
- Support the IT Director in the Change Management processes for preparing, aiding and sustaining individuals, teams, and academies in making organisational transformation brought about by the implementation of IT systems and services. Regularly communicate the ongoing development and implementation of the IT Strategy to Principals and staff.
- Support Academy staff to understand all aspects of the migration process to minimise the problems in adoption and ensure there is minimum disruption to the learning process.
- Together with education staff across the Trust review and build a portfolio of SaaS applications to replace those locally installed to meet future curriculum needs in all Key Stages and subject areas. Develop and deliver training courses for the adoption of SaaS applications so that these can be embedded within the curriculum to support teaching and learning.
- Attend monthly Service Delivery Reviews with the IT Management Team to support the operational planning of services across the Trust.
- Attend Service Reviews Meetings and support academies with their continued development and planning within the local context.
- Audit and base line the ICT skills and understanding of Trust staff. Raise awareness and monitor the progress of identified staff, using this information to inform a programmes of support and development. Act as a mentor allocating resources and support when appropriate.
- Provide robust and detailed reports to Directors, Principals, and other relevant staff as appropriate through the IT Steering Group.
- Work with and support Academy Senior Leadership Teams with curriculum planning and delivery across all Key Stage.
- Develop and maintain Regional IT Digital Champion Networks, 'expert peers' within their school to whom other staff members can turn to for support. Foster good practice guidelines in sharing skills and knowledge and ensuring consistency of practice across the Trust.
- Establish an online community where staff can post their concerns and questions, share best practice, and discuss current issues with their peers.
- Keeping up-to-date with relevant IT advances appropriate to all areas of the curriculum. Maintain current practice in line with current and emerging themes of education initiatives and respond to changes in education; observe provisions, develop and implement systems to inform effective coaching and improved pedagogy.
- Communicate effectively with relevant persons or bodies outside the academy.
- Provide the Chief Executive and Trust Board with relevant documentation, as required.
- Any other duties as deemed appropriate.

How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)	
	Shaping the Future <i>Able to work with Academies to create a shared vision and strategic plan which inspires and motivates.</i>	Ability to play a leading role in the further development of the Trust.	
	Leading and Managing - Teaching and Learning <i>Develop a successful learning culture, raising the quality of teaching and learning.</i>	Evidence of vision for the future of effective education.	
		Track record of successful leadership of significant school improvement strategies.	
		Ability to embrace and manage change.	
		Evidence of high quality leadership and management skills.	
	Developing Self and Working With Others <i>Support all staff to achieve high standards, committing to continual professional development for staff and themselves.</i>	Enthusiasm for teaching improvement and staff development.	
		Ability and commitment to play a leading role in the development of teaching and learning.	
		A deep understanding of educational development of pupils.	
		Experience of working effectively with external agencies.	
		Successful establishment of links with the local community and external partners.	
		Ability to motivate staff.	
	Managing the Organisation <i>Seek ways of improving organisational structures and resources through rigorous self-evaluation.</i>	High level communication skills.	
		Ability to work effectively as part of a team.	
		Approachable and able to deal effectively with people.	
		Willingness to be flexible in terms of tasks to be undertaken.	
	Securing Accountability <i>Accountable for the quality of education and improving education service more widely.</i>	Highly motivated and enthusiastic.	
		Experience and understanding of management of human and financial resources.	
		Proven experience of recording data and writing reports for a variety of audiences.	
	Planning and Problem Solving <i>Able to identify potential problems, and establish appropriate courses of action.</i>	High professional standards with an ability to give critical advice to help raise standards.	
		Resilient and calm under pressure.	
		Ability to self-review effectively and set appropriate targets.	
		Evidence of the ability to synthesise and evaluate data to support strategic planning.	
		Incisive and clear strategic thinker.	
		Solution focussed in approach.	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Education, Qualifications and Experience (EQE)	<ul style="list-style-type: none"> First degree or equivalent and Qualified Teacher Status. Proven track record of outstanding leadership, gained at a Head of Department or equivalent level. Significant experience of monitoring and raising academy standards; motivating, developing, supporting and challenging staff to sustain improvements. Track record of improving outcomes 	
	Safeguarding	All adults employed by the trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.