



# Welcome from the Head Teacher

Thank you for showing an interest in Tonbridge Grammar School. This post provides an exciting opportunity to work at a highly successful, creative and innovative school.

Tonbridge Grammar School is a successful and heavily oversubscribed selective school located in the busy commuter town of Tonbridge in Kent. We have an excellent academic reputation and are very proud of the academic success of our students. Our success, however, is built on far more than academic achievement. We are passionate about developing our students as inquisitive and independent learners. We seek to inspire our students to develop the skills and habits of mind to enable them develop as articulate and confident young people, able to take the best advantage of life. We are committed to offering a broad and enriching curricular and extra-curricular experience for our students including opportunities for leadership and community service locally and internationally.

Tonbridge Grammar School is an IBO World School and our ethos and values are closely aligned to those of the International Baccalaureate Organisation with its focus on intercultural awareness, holistic learning and communication.

As an 'outstanding' school we converted to an Academy on 1st January 2011. Tonbridge Grammar School continues to retain its tradition and distinctive ethos including our selective arrangements. We have a track record of successful collaboration with other schools and partnership working with the wider community of schools through our outreach work and as part of the Kaizen Teaching School Alliance.

There is collegiality amongst the staff at Tonbridge Grammar School which creates a working environment that is intellectually stimulating and highly rewarding. There are first class professional development opportunities available to staff at all stages of their career including a full programme of development and support for those new to education.

I hope that after reading this information and finding out more about the school through the information on our website you wish to apply for the advertised post. In accordance with our safe recruitment policy, to be considered for a position you must complete the Tonbridge Grammar School application form. Please ensure that you provide evidence within your application that you have the skills and experience necessary for this particular position. The post is subject to a full enhanced Disclosure and Barring Service (DBS) check.

I look forward to receiving your application.

Rosemary Joyce  
**Head Teacher**

# About the role

As Digital Futures Manager you will join the School at the start of a new strategy, Digital Futures, which seeks to harness digital technologies to improve teaching, learning and organisational efficiency. We see digital technology as a tool that adds value to our school community.

A significant part of the role will be to lead and develop the implementation of the Digital Futures Strategy. It is essential that you have sound financial awareness and project planning skills. You will use your effective communication skills to work with senior leaders, teachers and support staff to bring about improvements.

Our core infrastructure, replaced over the last two years, is robust and future-ready. You will work with suppliers to manage the effective running and development of our digital provision. The School has excellent support contracts that cover the maintenance of the server and network infrastructure.

You will lead the work of Digital Futures team. This will include technical support, training and quality assurance processes. As the Digital Futures strategy develops, you will work across teams within the School on projects that involve multiple suppliers.

This is an exciting, new role within the School and you will have the opportunity to make a real difference to the experience of students and staff. We welcome you to visit or contact us to discuss the role prior to submitting an application.

J Jardine-Viner

**Deputy Head Teacher**

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# Digital Futures Strategy

The School would like harness digital technology tools to support our 2017-21 School Vision by enhancing teaching and learning and improving organisational efficiency through the integrated use of digital technology. The School sees digital technology as a tool that adds value to our community.

Aims for Teaching and Learning include:

- Improved collaboration for teaching staff to undertake curriculum planning
- Reduction in teacher workload in administration allows greater focus on teaching and learning
- Increased access to real world, international learning opportunities – links to schools within the IB World School community and external organisations
- Increased access to specific apps and information sources to support research
- Increased access for students to tools that provide “anytime” learning through the use of student owned devices and online learning platforms
- Improved learning experience for students to develop skills in: collaboration, information literacy, communication, research and online safeguarding
- Wellbeing supported through improved communications, calendaring and workload management

Aims for improved organisational efficiency include:

- Reduced administration costs through the adoption of workflow tools
- Improved access to services as they become web-based or web-enabled
- Improved communication for stakeholders that include students, parents and staff
- Reduced workload for administrative staff
- Improved efficiency through the integrated use of data and Management Information Systems
- Reduced use of paper and consumables, printing and physical handling

The School has already begun exploring and using cloud computing services including Office 365 and Google Education. The strategy seeks to develop the use of online and integrated technologies, commonly referred to as cloud computing including:

- Online learning platforms - Google Education, Office 365 or Edmodo
- Communications tools – social media, mailchimp, surveymonkey
- Teaching & learning apps – kahoot, plicker, dataharvest
- Workflow tools – G-suite, zapier, kissflow
- Administrative – TASC PARS, INSIGHT, SIMS, PS Financials

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# Infrastructure

The School has invested in our server and network infrastructure is ready to ensure it is ready exploit the potential benefits of cloud computing. There are support contracts with specialist providers for the maintenance of servers, back-up and network infrastructure. It is anticipated that this support will then allow the Digital Futures team to focus more on the user experience and system development.

## Servers:

Servers	3 VMWare clusters provided by DELL in 2016
Backup	Veeam and vRanger software. SAN-based replication of clusters

## Printing:

Equitrac	Print management system
Multi-function devices	8 Ricoh MDFs located around the school.

## Switches:

HP Switches	Main and supporting switches
Ubiquiti Switches	Power over Ethernet and Wireless Access Points

## Internet:

Broadband	100mbps, provided by EIS, includes antivirus, firewall and filtering
Impero	Administration and monitoring
WiFi	Ubiquiti WiFi mesh covers the site

## Clients:

Computer rooms	6 x 30 machines
Desktop PCs	260 in total
Projectors	Epson short throw interactive projectors
Specialist facilities	Includes ipads, netbooks iMacs and laser/3D printing

## Systems:

Management Information Systems	Core systems are Capita SIMS and TASC PARS/Insight.
Online services	Include Mailchimp , Parentpay, Surveymonkey, Office 365
Curriculum	Kerboodle GCSEPod
Integration	The School seeks, wherever possible, single sign on and integration with SIMS. For example, biometric payment in the canteen is linked to ParentPay and SIMS



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## TONBRIDGE GRAMMAR SCHOOL PROFILE

Job Title:	Digital Futures Manager
Job Holder:	
Line Managed By:	
Date:	
Salary Range:	23 - 28
Hours:	Annualised hours based on 37 hours per week to include the core hours of the school day between 8.40am and 3.40pm with one hour for lunch.
<b>Job Purpose</b> To manage the implementation of the Digital Futures Strategy and provide an infrastructure that meets the needs of the School for teaching, learning and administration.	
<b>Key Areas of Impact</b> <b>Strategic:</b> <ul style="list-style-type: none"><li>• Advise the School's Leadership Team on the integrated use of new technologies to:<ul style="list-style-type: none"><li>○ enhance Teaching and Learning</li><li>○ improve organisational efficiency</li><li>○ add-value to current practices</li></ul></li><li>• Develop and implement the Digital Futures Development Plan, including:<ul style="list-style-type: none"><li>○ infrastructure</li><li>○ support</li><li>○ training</li></ul></li><li>• Lead best practice research, identify areas for improvement and develop project plans, including:<ul style="list-style-type: none"><li>○ teaching and learning</li><li>○ communication and collaborative tools</li><li>○ automation, integration and workflow</li></ul></li><li>• Develop and maintain business continuity plans and Risk Registers</li></ul> <b>Financial management:</b> <ul style="list-style-type: none"><li>• Develop and agree financial plans for future projects and maintenance of existing infrastructure</li><li>• Maintain strict budget control and reporting for infrastructure purchasing</li><li>• Adhere to the principles of best value and financial sustainability</li></ul> <b>Infrastructure:</b> <ul style="list-style-type: none"><li>• Ensure the provision meets the needs of the School, including:<ul style="list-style-type: none"><li>○ school servers and associated routines</li><li>○ internet based applications and services</li><li>○ network infrastructure</li></ul></li></ul>	

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- communications systems
  - computer equipment and peripherals
  - software applications and licensing

**Support:**

- Manage and provide technical support provision to meet the operational needs of the School and the aims of the Digital Futures Strategy, including:
  - Self-help knowledge bases
  - First line technical support
  - External contractors including: servers, network, backup and emergency/disaster arrangements
  - Supplier coordination and liaison
- Provide technical support at an administrator level
- Document processes and contribute to the team's knowledge base

**Professional Development:**

- Support the School's Professional Development programme
- Identify training needs and develop the Digital Futures training plan
- Manage the training provision and associated materials for user groups within the school community including staff and other stakeholders
- Provide training support and materials to individuals and groups

**Communications:**

- Support the development and implementation of the School's Communications Charter
- Lead the development of digital technology to improve communication within the School and its stakeholders
- Support and develop effective information sharing platforms, including: school website, social media, parent portal, digital signage

**Quality Assurance:**

- Monitor work of Digital Futures team to ensure excellent practice
- Produce audit reports for the strategy group
- Ensure the accuracy of the asset register
- Ensure integrity of the School's systems to meet copyright and data protection requirements

**Online Safeguarding:**

- Ensure school infrastructure and systems meet and support the requirements of the School's statutory safeguarding policies
- Develop robust procedures to support the well-being team in dealing with safeguarding incidents
- Act as online safeguarding officer
- Develop and deliver online-safeguarding training

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**Additional Duties:**

- To play a full part in the life of the school community including supervisory duties
- To set an example to students & staff by being smartly dressed
- To actively promote adherence to school policies and ethos
- To actively engage in the staff review and development process
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**Safeguarding and Duty of Care:**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are expected to:

- promote and safeguard the welfare of all children and young people in accordance with the School's Safeguarding and other related policies;
- fulfil the Duty of Care to all children and young people: recognising and referring any safeguarding concerns, acting in the child's best interest at all times;
- understand the adult's role in a position of trust: seen to be demonstrably fair, even-handed and consistent in dealing with students;
- follow the guidance on the Acceptable Use of ICT by staff;
- maintain good order and discipline among students and safeguard their health and safety both when they are on the School premises and when they are engaged in
- authorised activities elsewhere;
- undertake safeguarding training as required in order to remain up-to-date with issues affecting children and young people, and for the School to fulfil its statutory obligations.

**Knowledge & Skills:**

Digital Futures Manager should demonstrate :

- A high degree of technical ability in infrastructure, application support and systems development
- Have an up to date knowledge and understanding of government guidelines for IT delivery, health and safety, child protection, copyright and data protection
- Excellent management skills
- Excellent verbal and written skills and the ability to work with senior management
- Child Protection Policy and all school policies relating to student welfare and support.
- Excellent knowledge and understanding of the School's Vision
- Knowledge and understanding of IBDP and IB philosophy.
- Excellent knowledge and understanding of the school's MIS.
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Personal Qualities:

**Self awareness**

Emotional self awareness  
Accurate self assessment

**Self management**

Emotional self-control  
Achievement orientation  
Initiative  
Optimism

**Social Awareness**

Empathy  
Organisational awareness  
Forward thinking  
Service awareness

**Relationship management**

Developing others  
Influence  
Conflict management  
Team work and collaboration

Additional Notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

This role requires out of hours flexibility planning in advance with line manager agreement.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.