THE
EDUCATION
ALLIANCE

Job Description

Post Title: Trust IT Director

Pay Scale: L9-L13

Responsible to: CEO

Main Purpose of Post:

To provide strategic leadership and hold accountability for ICT across the Trust. The post holder is responsible as the Trust's ICT expert at an operational and strategic level, ensuring the Trust maximises ICT for the benefit of students and staff, within financial, legal and statutory parameters. The post holder will work with the CEO to develop a strategic ICT plan that delivers school and Trust development plans. The post holder will line manage school based ICT teams, enabling them to translate the strategic plan into operational deliverables in each school and across the Trust, working closely with a range of stakeholders. The post holder will ensure each school based ICT team delivers a consistent approach in terms of policies, procedures, systems, processes, KPIs, training and development.

The post holder will support, advise and guide school based ICT teams, transforming the way ICT is delivered across the Trust. Developing systems and processes that enable the Trust to effectively analyse its use of ICT from a school and Trust perspective, the post holder will work with a range of stakeholders to ensure the strategic plan effectively meets the needs of its users.

The post holder will be committed to the vision and values of the Trust, nurturing talent, supporting people and empowering students through staff to be active participants in learning. As a member of the Trust's senior leadership team the ICT Director must demonstrate loyalty, professionalism and high standards of integrity and confidentiality within the Trust and the wider community.

The post holder will work across the Trust, overseeing strategic and operational ICT activities, ensuring policies, procedures, processes and systems are reviewed regularly, applied consistently and effectively and that legal and statutory requirements are met (e.g. the workforce census). The post holder will advise the Trust Board and Local Governing Bodies and must therefore be able to clearly articulate plans and recommendations through written reports, plans and presentations.

Key Duties and Responsibilities Include:

- Strategic planning for ICT within the Trust's Academies, including the development of ICT in the curriculum and administration
- Responsible for the development of the schools' ICT networks and related systems to ensure that the Trust's resources are used effectively and smoothly to bring about optimum access and opportunity for pupils and staff, especially in relation to inter-school resource deployment, impact and VFM

- To continually evaluate the performance of the school based ICT teams and ICT services gauging their effectiveness in terms of meeting organisational needs
- To be fully informed of developments in the ICT industry, recommending improvements where appropriate to school systems and infrastructure to maintain and develop service levels and capabilities within the organisation.
- Develop security and access protocols for staff and student use of the school network.
- Responsibility for the financial viability of the school network (print quotas, efficient use of storage, inventory, replacements/upgrades and decommissioning).
- Responsibility for compliance with Data Protection legislation.
- To ensure that the Trust schools are compliant with all current legislation and best practice principles in relation to ICT
- To manage the IT teams within the Trust's Academies, meeting regularly, developing the expertise and knowledge within each team and across the Trust
- To have overall responsibility and accountability for ICT budgets across the Trust (circa £1m per year)
- Report frequently to the Trust's Premises Committee
- Performing the role of eSafety co-ordinator for the school and maintaining relevant policies and procedures
- Provide the Trust and Academies with strategic direction ensuring business continuity throughout disaster events
- Grow the outsourced business model to include marketing to a wide audience
- To manage the strategic security approach for the Trust
- Directly manage all school based ICT teams across the Trust
- Manage, control and be responsible for the "use, management and upgrade development" for the physical resources owned by the Trust, including all Academy Network infrastructure, servers and workstations devices.
- Undertake effective strategic planning for ICT, translating the strategic plan into operational reality
- To prepare management information and advice for the Trust Board, Executive team and Senior Leadership Groups on issues of ICT development and funding
- Lead the school based ICT teams to engage with a range of stakeholders, supporting the preparation of action plans for the development of curriculum and administrative ICT use
- To advise and sign-off procurement of new ICT hardware and applications from a proven record of supplier relationships to enable cost effective procurement of ICT resources
- Manage and sign-off from a technical perspective the strategic planning and implementation of a future-proof building design together with the installation of an integrated ICT system for new Academy builds, the design and oversight of M&E installations and upgrades of existing sites
- To provide technical expertise to assist in the preparation of bids for funding
- Manage the development of refresh plans and the forecasting of IT expenditure
- Develop and update the ICT policies and procedures across the Trust, ensuring they are applied fairly, consistently and effectively across the Trust
- Responsible for the development of the Academies ICT networks.
- To develop the infrastructure of the network to ensure the schools' ability to utilise new technologies and pedagogy;
- To keep abreast of technological developments and implement those which would benefit the schools.

- Development of the use of ICT in the curriculum and administration
- Investigating and supporting the implementation of ICT in the curriculum, including e learning technologies, developing the use of an inter-school Trust/VLE
- Developing the use of ICT in the administration systems of the school, including maintaining and upgrading the management information systems, moving towards developing a unified MIS for the Trust Schools
- To evaluate and control the use of software across the Trust
- To undertake the training of staff to ensure they can make full use of systems to reduce any bureaucratic burdens and to improve communications
- Develop the ICT training academy and market to local industries
- Contribute to the Trust publications to communicate ICT developments across the Trust
- To participate as a full member of staff at the schools, supporting initiatives and objectives across the whole organisation
- Compliance with all current and future legislation and best practice principles
- To ensure that the schools comply with Health & Safety legislation in relation to ICT hardware and use
- To ensure that the schools act responsibly and legally with respect to copyright, computer misuse and data protection and to support the Academies in the process of monitoring pupil ICT use
- Keep the Trust's risk register updated and work to ensure risks are kept low by implementing, testing and developing DR solutions
- Ensure the Trust's ICT developments are compliant with the Trust's Procurement and Financial policies
- Ensure that the Trust's ICT teams are compliant with all financial regulations and processes, simplifying where possible
- To develop the work of the Trust's IT Teams
- Ensure the ICT teams develop and share expertise across the organisation
- To provide advanced on-site and virtual technical support for all Trust Schools including support for ICT teams, ensuring security of hardware, establishing backup systems and working with suppliers and engineers when purchasing and installing new systems
- To meet regularly with school based ICT teams to provide direction, support and quality control
- To strategically lead and develop the Trust's VLE and development team
- To undertake performance management and direct training as appropriate
- To visit potential new academies and undertake a due diligence process where directed
- To oversee and be accountable for the ICT budgets within the Academies and across the Trust
- To co-ordinate ordering of all purchases to realise a higher VFM figure
- To support school ICT staff in achieving best value in ICT expenditure.

The post holder will be expected to work within the Trust's policies and procedures**.**

Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

General
This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the CEO appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Education Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.

Name _____   Date _____

Signature _____