

Director of ICT

The Director of ICT will be a regular member of the Senior Leadership Team, and report to the Principal on whole school academic strategy, and to the CFO on administrative systems, safety and finance. It is a 'whole school' role, embracing ICT provision for pupils from 3-18, and for teaching and non-teaching staff.

Key responsibilities include:

Strategic

- Developing a strategic vision of ICT use across the whole school
- Establishing priorities and articulating the vision in the form of an IT Development Plan
- Ensuring that the BSM offers a safe, reliable and robust IT service for all members of the school community
- Overseeing the acquisition, use and maintenance of software and hardware across the school

Pedagogical

- Leading the development of technology to enhance learning in both Primary and Senior School
- Coordinating staff (teaching, non-teaching) as well as student training in technology
- Promoting and guiding staff in innovative use of ICT throughout the school
- Supporting Departments, Faculties and Key Stages in incorporating ICT into Schemes of Work and their curricula to develop digital literacy skills
- Supporting staff in the development of resources to improve learning outcomes
- Leading and supporting Digital Champions in each Department, Faculty or Key Stage
- Liaising with the Primary ICT Coordinator to ensure best practice is followed
- Liaising with the E-Safety Officer to ensure students and staff operate safely on line

Administrative

- Developing secure IT systems within the school that support efficient administration
- Organising and chairing the IT Strategy Committee and Digital Learning Group meetings
- Developing staff and student usage of Microsoft Office 365
- Leading and managing the ICT Technicians to ensure continuity and consistency of service across the school, appraising them each once a year
- Ensuring that up-to-date policies are in place, that best practice is followed by staff and students (e.g. Acceptable Use Policy)
- Maintaining and applying the school's data protection policies and procedures
- Promoting safe use of ICT through secure log-ins and changes of password
- Responsibly planning a yearly budget that achieves the aims of the Development Plan and prioritises ICT spending across the school
- Considering the environment in developing printing and other ICT strategies