

SEVENOAKS SCHOOL

# LEARNING TECHNOLOGIST

---





## THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances

at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

## THE TEAM

The IT Team provides a wide range of data and technology services to academic and support staff, as well as students. The team implements



and supports teaching and business applications, along with the infrastructure needed to keep them running reliably and safely. This includes a broad spread of applications, around 1,500 PCs tablets and laptops, as well as our campus wide network.

## THE ROLE

The primary purpose of this role is to be responsible for the ongoing support, optimisation and evolution of the IT and AV technology used in teaching at Sevenoaks School.

This covers a range of areas of technology and its application, such as classroom AV, enterprise applications used in teaching and learning, e.g. OneNote, use of teacher and student devices in teaching and small-scale apps. The incumbent advises and trains teachers on best practices for the use of technology in teaching, as well as supporting and upgrading AV for classrooms and events around the school.

This is an exciting time to be taking on this role as we are in the process of updating all of our classroom AV to a single interactive flat panel solution, as well as rolling out devices to our Middle School.

## REPORTING TO

The role reports to the User Services Manager.

There is an informal reporting line to the teaching side of the school particularly the Director of Digital Education, and also the Director of Digital Strategy and the Director of the Institute of Teaching and Learning.

## MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

### AV SUPPORT & MAINTENANCE

- **Work with teachers to improve use** of IT and AV technology in the classroom
- **Evaluate classroom IT / AV technology set-ups** and make recommendations for improvement.
- **Resolve classroom AV related Service Desk calls** promptly and efficiently, according to defined priorities and demonstrating a positive and empathetic approach.
- **Plan and conduct routine maintenance** on classroom AV, especially interactive panels, docking station set-ups etc.
- **Serve as the school's specialist on classroom AV** including installation, support, maintenance and upgrades of interactive boards, classroom TVs, projectors, monitors, docking stations and software.
- **Set-up AV equipment for events.** This will mainly be TVs and projectors, linked to PCs or laptops and the audio needed for these events. It does not include more complicated performing arts AV.
- **Resolve service tickets at first touch**, aiming for high first-time fix and closure rates.
- **Collaborate with first line support** to manage service desk queues properly and provide



consistently high levels of support.

- **Help to improve teachers' use of IT and AV technology in the classroom**

## TEACHING SUPPORT

- **Coach and train teachers** in the use of classroom AV and educational software, adapting to varying skill levels.
- **Work closely with the Director of Digital Education**, taking directions where appropriate, provide advice, encouragement and support to teachers on the use of technology in teaching.
- **Define requirements and lead proof-of-concepts** and trials to identify the best set-ups and solutions for the school.
- **Stay current with educational technology trends**, including researching vendors, liaising with peers, and attending industry events.
- **Identify, test, and implement new teaching technology initiatives** across the school, ensuring readiness and smooth rollout.
- **Champion evidence-based technology use in classrooms**, drawing on research and teacher feedback to promote best practices.
- **Develop clear self help guides and tutorials**, in liaison with the Director of Digital Education, for teachers to encourage independence.

## PERSON SPECIFICATION

### ESSENTIAL

#### Knowledge & Skills

- Ability to communicate technical matters

clearly to both technical and non-technical stakeholders, including senior staff and teaching colleagues.

- Strong understanding of both education and technology domains, including familiarity with classroom pedagogy and digital tools.
- Practical knowledge of key classroom technologies: interactive boards, TVs, projectors, OneNote, PowerPoint, Teams, and related presentation software.
- Logical and structured approach to diagnosing and resolving technical problems, including testing and root cause analysis.
- Ability to elicit, document, and refine user requirements—both functional and non-functional—and to identify opportunities for process improvement.
- Competence in assessing and selecting software solutions, working collaboratively with vendors and end-users.
- Experience supporting basic AV events, eg up to two screens and two microphones (with no mixing).
- Able to work independently with minimal supervision, taking ownership of tasks from initiation through to completion.
- Demonstrated ability to learn new technologies rapidly and apply them in a practical setting.
- Commitment to continuous improvement and learning from incidents or system changes.
- Strong organisational and time-management skills.



- Able to remain calm and effective under pressure, particularly during technical incidents or service disruptions.

#### **Personal Attributes**

- Self-motivated, adaptable, and proactive.
- Collaborative mindset, with the ability to work across teams and departments.
- A positive, service-oriented attitude when working with staff and students.

#### **DESIRABLE**

- Experience in a school, college, or university environment, or an understanding of academic workflows.
- Experience supporting or delivering teacher training or CPD on classroom technology.
- Familiarity with VLEs, classroom polling tools, or edtech platforms.
- Demonstrated interest in edtech through professional learning, certifications, or contributions to innovation projects.

#### **NOTE**

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

#### **HOURS**

This is a full-time role, 40 hours per week (including lunch). Normally 8:00am – 4:00pm or 8.30am – 4.30pm, Monday to Friday.

There will be at least two Saturdays each year when the incumbent will need to work to support specific events. There may very occasionally be other Saturdays needed. Work on a Saturday will be paid at time.

This work is on a 'Term Time Plus' basis, where the incumbent works Sevenoaks School terms, plus an extra four weeks per year during the holidays, with those days normally worked just before and after each term.

There may be a few, very occasional times when out of hours work is needed, to support specific situations, or at particular times, most likely to be the start of the academic year.

#### **SALARY**

The full-time equivalent salary would be £37,723 to £42,723. As this role is 'Term Time Plus', rather than all year round, this is pro-rated to reflect the hours worked, so the actual salary range for the role is £31,855 to £36,077. This figure includes pay for holiday.

#### **BENEFITS**

- Pro-rata holiday entitlement of 27 days per annum excluding bank holidays. As this is a term-time role, payment for the pro-rata annual holiday entitlement of 27 days excluding bank holidays will be included in the salary offered



- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

## CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The

complete list of required checks will be provided to the successful candidate.

## HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## APPLICATION

If you wish to be considered for this role, please contact Sophie Ved from Franklin Bates on the following email address, [sophie.ved@franklinbates.com](mailto:sophie.ved@franklinbates.com) with your CV.

**The closing date for applications is 10/08/2025 at 23:59.**

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.