

JOB DESCRIPTION

Job Title: Head of ICT (Teaching and Development)

Reports To: Bursar - Development and technical support
Assistant Head (Curriculum) - Teaching

Responsible for: The strategic development and implementation of the computing curriculum alongside the related aspects of Digital Technology, Learning and Training at St Hugh's

Purpose of Job:

To Lead all aspects E Learning, The Computing Curriculum and Digital Technology across the school providing measured advice on the strategic technological development of St Hugh's. To create a clearly defined digital strategy and work with third party suppliers to develop and implement that strategy across the school.

Main Duties and responsibilities:

Strategic Development

- Lead the IT Strategy Group reporting to the SLT with responsibility for:
 - Promoting the use of technology in teaching and learning
 - Computing Curriculum
 - Training and Development of staff and pupils
 - To manage the E- Learning Group, which oversees E-Safety, and the digital leaders.
 - To communicate to parents any e-safety issues or developments, when relevant.
 - Infrastructure and Software development planning and implementation (in conjunction with contracted service providers)
 - Communication, Information and Marketing Platforms (in conjunction with Director of Marketing and Admissions)
 - IT Budgeting and Resourcing to maintain existing resources within the school and explore opportunities to develop or incorporate new resources.
 - Devising, updating and implementing the relevant School Policies
 - Revising, maintaining and evolving the Schools IT disaster and IT continuity plans
 - To oversee and lead Cyber/Data Security policies to protect the Schools Core Systems, and to act as coordinator in the event of any Cyber Incident in conjunction with the Senior Leadership of the School.

Manage Contracted Service Providers in conjunction with the Bursar

- **Systems**
 - Ensure that the School's computer systems are available to support learning, teaching and administration, unless otherwise agreed through planned maintenance periods, in line with the Service Level Agreement (SLA)
 - Provide costed options to procure new hardware and software solutions in line with the SDP and IT Budget
 - Coordinate programme and project management to deliver development and strategy

- Coordinate essential maintenance so it is accurately planned and any disruption to availability scheduled in agreement with the SLT
- To oversee the use, development and integration of the various web portals, databases and other systems used by the School (e.g. MyConcern, iSAMs, SOCS), with the aim of building a cohesive information and communication resource within the School that is GDPR compliant
- Ensure that all reasonable steps are taken to ensure the security and stability of the IT systems, including working with the Training Coordinator to arrange user training
- Ensure IT compliance with statutory policies such as Keeping Children Safe in Education and GDPR
- Ensure that backups are scheduled and monitored
- Ensure that the Schools IT disaster and IT continuity stance is maintained and in a state of maintained readiness at all times unless otherwise agreed with the SLT.
- Provide monthly reporting on service delivery compliance, systems uptime, and any compliance issues outside agreed tolerances.
- Agree and deliver a clear IT System Service Level within the School environment for identified critical systems.
- **Support**
 - Liaise with the Contracted Service Provider to ensure that that all tickets are processed accurately and managed through to completion within the allotted SLA, and that tickets are prioritised based on their impact on learning and teaching
 - Work with the Service Delivery Manager to identify any SLA failures and implement processes to prevent future re-occurrence.
 - Identify issues and trends in order to inform the development and training plan
 - Collaborate with Training Coordinator to improve staff IT awareness and proficiency
- **Documentation & Change Management**
 - Ensure documentation is complete, accurate and maintained for all systems and made available to the school.
 - Ensure all changes to the IT systems are accurately planned and costed and completed in consultation with the SLT
 - Establish links with providers and source solutions with third parties for new installations, upgrades and escalations
 - Ensure the IT provider maintains robust user account management

Teaching and Learning

- As Head of Department, to be responsible for all aspects of Computing Learning and Teaching throughout the school.
- Teaching computing initially to Year 3–Year 8 pupils and supporting the teaching of Computing in Pre-Prep.
- Fostering a delight in learning, an excellent worth ethic and a culture of high expectations, achievement and success amongst pupils; setting the highest standards.
- Constantly reappraising the curriculum to ensure that it is excellent. Inspiring, relevant and up to date with current thinking.

Recording and Assessment

- Assist the Head of Reporting and Head of Assessment with the use of iSAMS to deliver reports and track / record pupil progress.

- Assist the Assistant Head (Academic) and Assistant Head (Pastoral) with the management information system (Isams) in meeting the needs of all sections of the community and supporting effective data analysis and reporting.

Leading and Managing Staff

- To inspire and enthuse teaching staff with embedding ICT within the curriculum
- To provide training and assistance to teaching and support staff in the use of the school's IT, databases, MIS and software packages.
- Where appropriate, to help staff identify relevant professional development courses for IT, involving the Assistant Head (Professional Development)
- To coordinate the school's contracted service providers, IT Technicians and manage them through the appropriate providers account/technical managers.
- Advising, reporting and supporting the DSL, monitoring web activity and keeping up with government regulations.

General Responsibilities

- To undertake the responsibilities as a Form Teacher (independently remunerated and subject to requirements)
- To attend and take assemblies in accordance with prepared rotas;
- To attend staff meetings and liaise and co-operate with colleagues on whole school matters;
- To take a full and active part in the co-curricular programme including after school clubs;
- To attend staff training days and other functions, which may fall outside normal school hours;
- To cover for absent colleagues when required;
- To attend parents' consultation meetings and liaise with parents informally as appropriate;
- To ensure that you are familiar with all school policies and the contents of the staff handbook
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Management Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Assistant Head, Professional Development.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – Head of ICT

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by /evidence
Education and Qualifications	<ul style="list-style-type: none"> • A good honours degree 	<ul style="list-style-type: none"> • Membership of IT Professional Body eg British Computer Society • Graduate with QTS 	A / I
Knowledge and skills	<p>Systems Administration</p> <ul style="list-style-type: none"> • Microsoft SharePoint/Office 365, including Admin. Knowledge of VMWare or Virtualisation Technologies. • Microsoft Windows Server and Workstation Operating Systems • Mobile Device Management • Information management protocols • Educational/Finance MIS • Infrastructure development • Audio visual hardware/software • Network monitoring for classroom management and safeguarding • Curricular Software • Password management • Wireless Management • Web filtering and safeguarding reporting • Parent communication portals <p>General</p> <ul style="list-style-type: none"> • Knowledge of the ICT curriculum at KS 1/2/3 • Ability to create a stimulating and enthusiastic working environment • Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines • Excellent organisational skills • Ability to work collaboratively in a team 	<p>Systems Administration</p> <ul style="list-style-type: none"> • iSAMS • PASS • ViVi • Tapestry • Impero • Busythings • ReactCMS (Website), <p>Project management</p> <ul style="list-style-type: none"> • APM or PRINCE2 equiv 	A / I / L

Experience	<ul style="list-style-type: none"> • Teaching ICT at KS1-3 (essential) • Ability to build positive relationships with all pupils 	<ul style="list-style-type: none"> • Teaching EYFS and KS4-5 • Previous experience within the independent sector 	A / I / L
Personal competencies and qualities	<ul style="list-style-type: none"> • Enthusiastic and positive mindset about learning and teaching • Ability to communicate succinctly and effectively both orally and in writing, using appropriate language • Friendly and approachable with a can-do mind-set • Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations • High degree of personal motivation, initiative, energy, creativity and drive • Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction • Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion • Capacity to think strategically 		A / I / L
Other requirements	<p>Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults</p> <p>Flexible approach to working hours</p> <p>Empathy with the ethos and aims of St Hugh's</p>		A / I / L

November 2019