**Elstree School - Head of Digital Learning**

**Job Description and Person Specification**

**Title of Post:** Head of Digital Learning

**Responsible to**: The Head and Deputy Head

**Close liaison with**: Director of Teaching and Learning and Head of LDD

**Purpose of Post:** This is a key role providing a strategic and comprehensive oversight of all digital learning with a capacity necessitating that confidentiality is paramount. The Head of Digital Learning should inspire, educate and enthuse all members of the Elstree community to work positively with technology for the benefit of all.

The Head of Digital Learning will have the following six key areas of responsibility:

* Pupil and staff training relating to technology, including whole school Inset
* E-safety
* Working with academic colleagues to promote the use of technology in teaching and learning
* Assist the IT steering committee (chaired by Deputy Headmaster) in future planning for hardware and software needs
* Developing the school’s intranet and communications platforms
* Head of Department, teaching ICT throughout the school

**Status of Post:** This is a permanent appointment, ideally commencing January 2020.

**Responsible to:** The role will report to the Headmaster via the Deputy Headmaster and work closely with the Network Manager.

**Support by:** Director of Teaching and Learning

The remainder of this job description is in addition to the standard Teaching and Head of Department job descriptions.

**Tasks:**

**Strategic Planning:**

● Lead digital strategy across the School under the direction of the Deputy Head and the Director of Teaching & Learning

● Create and maintain an annual ICT Department Development Plan and manage the ICT budget accordingly

● Under the guidance of the Deputy Head, devise and implement relevant School Policies and Protocols, and take responsibility for reviewing those policies

● Under the guidance of the Bursar, ensure compliance with all IT-related legislation including matters related to data protection, information assurance and the use of software licenses

● Work closely with the Registrar and the Head of Marketing to support the marketing of the school through social media and school communication platforms

● Attend and contribute to the IT steering committee meetings, chaired by the Deputy Head

● Lead on digital research

**Teaching and Learning:**

* Inspire and enthuse teaching staff with embedding ICT within the curriculum
* To develop a curriculum for computing and digital learning from EYFS to Year 8
* Team teach with colleagues to help develop staff competencies
* Teach ICT throughout the school and develop in the pupils a passion for ICT
* To line manage the Network manager with installations, maintenance and upgrades

**Recording and assessment:**

* Assist the Director of Studies in the technical aspects of the delivery of School Reports through Isams
* Assist the Director of Studies with the management information system (ISAMS) in meeting the needs of all sections of the community and supporting effective data analysis and reporting

**Promoting and Developing the Department:**

* In liaison with the Head of PSHEE to ensure the school has a coherent, vigilant and up to date approach to E-safety throughout the school which educates the children, parents and adults. This also involves teaching E-safety as part of the curriculum
* Ensure that staff and pupils understand the school Acceptable Use Policy
* Maintain a booking system which encourages the use of the IT suite and laptops
* Provide formal and informal training and support of all members of staff: specifically, to identify needs and respond to them
* Lead on training all staff in the use of Microsoft Office and mobile devices as appropriate
* Stay abreast of developments within other schools and in the technology sector

**School Productions**

The successful applicant will also be expected to provide technical support for assemblies, lectures, school productions and events including: Sound; AV; Lighting; and Special Effects.

**Person Specification:**

**Skills and qualifications-**

* Graduate and qualified teacher
* Experienced and inspirational classroom practitioner
* Evidence of CPD
* Commitment shown in other areas e.g. games, drama, music
* Excellent communication skills
* Strong organisational skills
* Proven knowledge of maintaining and developing IT infrastructure
* Experience of managing an IT support team
* An innovator with sufficient skills to engage the sceptic, and mobilise and stretch the enthusiast

**Characteristics**

* Capacity to think strategically
* Ability to work in a team
* Proven leader able to communicate well with all colleagues
* Ability to prioritise effectively and balance competing pressures
* Ability to see task through to completion and to delegate
* Ability to work creatively
* Innovative teacher with the ability to inspire both pupils and colleagues
* Positive mind-set, willing to help teachers to find ways to use technology effectively

**General:**

* To adhere to and promote school policies, including those on safeguarding, equal opportunities and race equality
* To participate in the evaluation of job performance through the appraisal scheme.
* To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description
* To undertake training appropriate to the role and keep up to date with new methods

**Safeguarding and Child Protection:**

Elstree School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School’s Child Protection Officer or to the Headmaster. All Elstree staff must have an enhanced DBS disclosure. All staff are expected to read and abide by the requirements of the staff handbook (copies are available to all new staff and a permanent copy is kept in the staff room and on the school network).

**Health and Safety:**

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

**Data Protection:**

Elstree School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under the General Data Protection Regulations and the Data Protection Act 2018.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

**Review of Job Description:**

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. Due to the ever changing nature of the sector, this job description is fluid and should be expected to alter as our digital strategy evolves and technology advances.

The post holder may be required to undertake additional duties, as required, by the Headmaster.

Sid Inglis, Headmaster

September 2019