**Director of Digital Strategy and Learning**

**The Post**

Ardingly College seeks to employ a visionary and inspirational leader to drive forward information technology within the College.  We are looking for someone who has the ability to:

* Oversee and drive the strategy to ensure the IT infrastructure, technology and staff development are relevant for education and geared to enhance teaching and learning
* motivate staff to adopt new ways of working to make all staff collectively more efficient; and
* turn needs/wants into logical processes that can be automated
* document the strategy that is emerging and provide a coordinated action plan to support its implementation

**Duties & Responsibilities**

The successful candidate will be responsible for:

* **Liaison with IT Teaching:** work alongside the Deputy Head Academic and other teaching leaders to ensure the technology provision is supporting the best teaching and learning including attendance at Academic HOD meetings and others as required.
* **eLearning and eTeaching:** working with the Deputy Head Academic to promote, support and manage digital tools for teaching and learning.
* **eSafety:** working with the Head of Pupil Welfare and pastoral team on digital footprint, digital resilience and PSHE in a proactive and reactive way.
* **Review of Staff Training:** Work alongside the Deputy Head Academic and Head of Staff Training to ensure appropriate and inspiring training is delivered to engage staff fully in the implementation of new technology.Ensure the IT support teams are fully competent to deal with training requirements raised through the Helpdesk.
* **Overseeing the Budgets and In-house Teams:** including IT policies, infrastructure, systems, GDPR, security and support.
* **Overseeing the Outsourced Contract and Suppliers:** ensuring clear scoping of works, performance KPIs and value for money services.
* **Project Management:** the role will have an emphasis on project management and change management working alongside the Director of Finance and Resources.
* **Liaison with Academic and Business Systems Managers:** Work alongside the Academic Systems Manager and Resource Managers to ensure the data systems are efficient and technology provision is supporting modern communication, reporting and payment processes.
* **Software Solutions:** Ensure a coordinated approach to use of software solutions, making sure where possible data is entered once only, and updates flow through to linked systems.
* **Innovation:** AI, “blue sky” thinking, strategic vision that can be developed and actioned.

**The IT Technical Team**

Following the departure of the IT Systems Manager we have restructured the IT resources to prepare for a new approach to development of IT services at the College. This breaks down into three elements being 1. Management of day to day Helpdesk requirements including event support, 2. An outsource provider to manage the network which includes a member of their team permanently on site, regular Senior Engineer visits and constant helpdesk monitoring and availability for issues not able to be resolved on site, 3. MIS developers. The team are made up of the following:

* IT Helpdesk Coordinator (Vacancy)
* IT Technician
* AV/Events Technician
* Two Senior Information Systems Developers
* Outsourced Network Support including Senior Network Technician on site

Related roles, which work closely with IT, include the Academic Systems Manager, Head of Staff Training and other operational managers.

**The College**

Ardingly College is an independent co-education school for pupils aged 2 – 18 offering both A level and IB.  Founded in 1858, Ardingly College is a school of over 1050 pupils, including those in the Prep and Pre-Prep. Located in the beautiful Sussex countryside nestled in 230 acres, Ardingly College also benefits from being twelve minutes by train from the vibrant university city of Brighton, while London is 45 minutes away by train and Gatwick airport 20 minutes by car.

The Senior School is a co-educational day and boarding school with approximately 620 pupils aged 13 – 18. The Senior School provides an all-round education centred on a strong academic core with excellent academic results. Recent success has seen the school rise to number 7 in the UK IB rankings with an IB average of 38, and in the same year the school became a top 50 school for A Levels in the 2019 Telegraph league table for sixth form results. The most recent ISI report judged the College to be excellent in every aspect: academic provision and the quality of teaching, the personal development of the pupils, and governance and leadership. Academic results are excellent. Last year the school achieved a jump in A\*-A in A Levels from 46% to 54%, and its highest number of 9s at GCSE in the school’s history.

College life is based on a strong boarding provision with a progressive ethos around preparing the students to be ready for the world, and all staff are expected to contribute to the pastoral and co-curricular life and duties in this busy and successful school.  The school offers an outstanding range of co-curricular activities and has a proud tradition of sporting achievement, particularly in football, where the school won the U18 ISFA cup for two consecutive seasons in 2015 and 2016, and girls’ hockey where the team reached the national finals in 2015 and 2017. Music and Drama are particularly strong, with a vibrant extra-curricular provision including international music tours, concerts held at a range of venues across the South East including St John’s Smith Square London, while the Drama department frequently takes productions to Chequer Mead Theatre in Sussex and the Edinburgh Fringe Festival. Students also participate in the exciting Solar Car Project which saw Ardingly College enter the recent 2019 World Solar Race in Australia, beating famous global university teams.

Over the past ten years, the College has built a Sports Hall and fitness suite, three new boarding houses, including a £6 million co-educational Upper Sixth house, and most recent additions include a new £5m STEM building opened in 2019, and a new girls’ day house due to open in September 2020. The School is also planning a new theatre for September 2023.

Ardingly College celebrates diversity and approximately 25% of the students are from overseas. Around thirty nationalities are represented at the college, giving the school a genuinely global outlook. The school also offers many opportunities and workshops, giving students a suite of life skills to prepare them for successful transition to university and beyond.

**Person Specification**

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| --- | --- | --- |
|  | Essential | Desirable |
| Experience and Knowledge | * 5 to 10 years of experience in managing one or more information processing functions (operations, development, etc.) and/or through advanced training. * Knowledge of technology in an educational environment * Technical or on-the-job training in programming and hardware installation and maintenance. * The ability and skill to program and setup and manage hardware is necessary for a department of this size. Technical skills play a large role in this position. * Advanced training through technical institutions and/or colleges is also necessary to maintain skills to develop the systems necessary for the Colleges success. * Frequent reading of periodicals and other literature on the state-of-the-art and data processing as well as attendance at vendor-sponsored and other seminars is required in order to maintain the level of familiarity with the subject matter required to fill this position. | Experience of developing new services and leading on significant business development projects.  Experience of use of technology to enhance teaching and learning. |
| Qualifications | Qualified to degree level in an area relevant to the post and the needs of the organisation. | Project management, ITIL or other similar related professional qualifications. |
| Skills | Technical Capacity. Problem Solving/Analysis. Customer/Client focused.  Project Management.  Business Acumen/ Strategic Planning.  Flexibility.  Interpersonal skills. |  |
| Personal and Professional | Leadership.  Confidentiality.  Integrity. |  |

**Terms and Conditions**

**Hours of Work:** This is a full-time position, working 52 weeks per year. The normal hours and days of work are Monday to Friday, from 8:30am to 5pm. Flexibility will be needed with occasional evening and weekend work required as the job duties demand.

**Rate of Pay:** £61,380 per annum.

**Holiday:** 30 days holiday entitlement per year, plus bank holidays. Five days to be taken during the Christmas closedown period.

**Application Procedure**

Applications should be made via our on-line recruitment system at www.ardingly.com/vacancies and should include a covering letter or personal statement outlining the applicant’s suitability for the role. Details for two suitable referees should also be provided.

Ardingly College is committed to ensuring the welfare of our pupils and appropriate safeguarding and screening checks will be made before the appointment is finalised, including enhanced DBS check.

**The closing date for applications is Thursday 5th December 2019,** although applications may be considered upon receipt. Interviews are expected to take place in the week commencing 9th December 2019.

**Below is some detail on Current IT Systems and recent projects completed or ongoing**

**Current IT Systems**

Software

* Windows 10
* Office 365 (Outlook, OneDrive, Word, Excel, Teams etc)
* MIS: ISAMS, SOCS (calendar and teams), My School portal
* VLE: Firefly, Teams in the future
* Video streaming: None
* Accounts: Pass
* Music: Sibelius
* Art: Adobe Photoshop,
* Design: Solid works, Google Sketch up
* Alumni: Beacon
* Epos: Eskimo, Apple pay
* HR MARIA, Salamander for creating accounts via ISAMS
* Cleaning and Catering; Athena.
* APL: soon to be Open play
* Admissions: RS Admissions and Wisepay

Hardware

* 600 Desktop Pcs
* Approx. 800 Microsoft Surface devices.
* Approx. 100 Apple IPads
* HP 2 x SANs
* VMware Virtual environment (3 Hosts, Approx. 20 Servers)
* HP Switches across campus
* CCTV: Milestone
* Access control: NSP
* 1 Server room with back up servers. Back up tapes in fireproof safe
* UPS’s, (in Main server room) No generator.
* 1 x 1GB internet connections (dual Smoothwall firewalls).
* 250 + Wi-Fi AP’s (Ruckus cloud controller)

Current Projects

Windows 10 Upgrade on 600 PCs                                       Completed Aug 2019

Upgrade 200 WiFi points & additional external points                                                                       Completed Aug 2019

Mobile phone signal booster under archway                                                                        Completed Aug 2019

Configured & distributed 800 Microsoft Surface devices                                                                     Completed Sep 2019

10 Gb links to School house & North School & new switches                                                            Completed Aug 2019

Additional firewall for redundancy                                Completed Aug 2019

CCTV Upgrade and additional cameras Completed Aug 2019

Reconfigure network VLANS Completed Aug 2019

ISAMS into the cloud Estimated completion Mar 2020

Firefly into the cloud Estimated decommission Mar 2020

IT Security audit and penetration testing Estimated completion Mar 2020

Classroom IT equipment audit                                        Estimated Completion Mar 2020