



Role: AI Lead

Location: Remote

Salary: £33,120 - £36,500 FTE with an additional Teaching & Learning Responsibility payment £2000

Hours: 0.6 - Full-time / Permanent

Start Date: September 2025

Minerva's Virtual Academy (MVA) is an award-winning online independent school for students aged 11 to 18. Since launching in December 2020, we've grown to become the fastest-growing independent school in the UK and now boast a team of over 160 global staff. Our innovative approach to online learning has earned us several accolades, including the National Business Award for Best UK Business with under 50 Staff in 2022.

We are now seeking a well-qualified, insightful, and committed AI Lead to join our forward-thinking team. The ideal candidate will bring a strong understanding of educational best practices, along with expertise in curriculum, safeguarding, pastoral care, and student well-being. With high emotional intelligence, strong interpersonal skills, and a solutions-focused mindset, they will thrive in an ambitious and nurturing school where pupils are empowered to flourish.

Minerva's Virtual Academy is in an exciting phase of growth, and this role offers the opportunity to contribute meaningfully to our evolving educational offering. While the job description outlines core areas of responsibility, it should be seen as a guide rather than an exhaustive list.

Purpose:

The AI Lead will play a critical role in driving Minerva's Virtual Academy's vision for innovative education by leading the strategic integration of AI technologies across the curriculum and operational processes. This role involves developing AI policies, coordinating with AI champions, and enhancing staff skills through targeted development programs. The AI Lead will ensure that AI tools are implemented responsibly, ethically, and effectively, contributing to an enriched learning experience for students and streamlined workflows for staff.

Key Responsibilities:

- Develop and implement a strategic AI roadmap aligned with the school's educational vision and operational needs.
- Lead the development of AI policies, ensuring compliance with data protection laws, ethical guidelines, and safeguarding protocols.
- Coordinate and support a network of AI Champions across different subject areas, promoting best practices and sharing innovative ideas.
- Design and deliver staff development programs focused on AI tools and methodologies, enhancing teaching and administrative capabilities.
- Evaluate and integrate AI-driven educational technologies, including adaptive learning systems, assessment tools, and student support applications.

- Evaluate and recommend educational technology tools that align with the school's pedagogical objectives.
- Collaborate with academic and administrative teams to identify opportunities for AI to improve teaching outcomes and operational efficiency.
- Monitor and assess the impact of AI initiatives, generating insights and reports to inform strategic decision-making.
- Stay updated with advancements in AI and education technology, advising leadership on potential opportunities and risks.

GDPR Requirements:

- Ensure all AI systems comply with GDPR and data protection regulations.
- Develop clear protocols for data handling, storage, and processing within AI tools and systems.
- Provide training to staff on GDPR compliance related to AI applications.

General Responsibilities:

- Contribute to the overall strategic vision of Minerva's Virtual Academy.
- Uphold and promote the school's values and ethos in all interactions.
- Participate in meetings, training sessions, and professional development activities as required.
- Maintain high standards of professionalism, confidentiality, and integrity.

Person Specification:

Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in a relevant field (e.g., IT, Computer Science, Data Science) • Knowledge of GDPR and safeguarding in an educational context
Experience	<ul style="list-style-type: none"> • Proven experience in implementing AI technologies within an educational or organisational setting • Experience in staff training and development related to digital or AI tools • Experience in managing change and promoting digital innovation
Skills and Knowledge	<ul style="list-style-type: none"> • Strong understanding of AI tools, data analysis, and ethical considerations • Excellent communication and leadership skills • Ability to translate complex AI concepts into practical applications for staff and students • Strong analytical skills and a solution-focused mindset

Please note that this job description is not exhaustive and the post holder may from time to time be asked to complete other reasonable duties.

All MVA staff are expected to embody the Ways of Being in their work with us, to be mindful of their safeguarding responsibility for all students, and to ensure they are familiar with and confident in the implementation of school policies.

MVA is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership