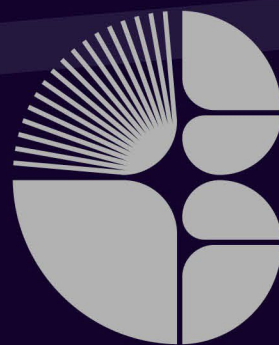


Educational Technology Lead

Creative Education Trust
February 2024



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Educational Technology Lead.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it

provides for its students.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

Our Director of IT, Ash Mudaliar, would be delighted to discuss this role with you and is available on ash.mudaliar@creativeeducationtrust.org.uk

I look forward to receiving your application.

Yours sincerely,
Marc Jordan - CEO

“We are looking for an Educational Technology Lead who is passionate about using technology to enhance teaching, learning, and administration”

You can find out more at:
www.creativeeducationtrust.org.uk

A MESSAGE FROM THE DIRECTOR OF IT



Thank you for your interest in joining our team!

This is a really exciting time to be joining Creative Education Trust, as we embark upon the next phase of our journey as a Multi-Academy Trust. #Project2030 is the new long-term strategy for Creative Education Trust and is being launched in 2024.

A key component of this is the development of a new EdTech and AI strategy to enhance teaching, learning and administration. This is a brand-new role that will bring capacity within the team to achieve this, and to help bridge the gap between IT technical services and teaching.

As the Educational Technology Lead, you will play a pivotal part in the development and implementation of a forward-thinking EdTech and AI strategy, helping to create an environment of digital proficiency and innovation.

We are looking for someone who is passionate about using technology in innovative ways for enhancing educational outcomes and delivering operational efficiencies.

I am really proud to be part of Creative Education Trust and I hope you will be too.

Ash Mudaliar, Director of IT

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 14,500 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

EDUCATIONAL TECHNOLOGY LEAD JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Home based with regular travel to Trust schools and our London office.

REPORTING TO

Director of IT

Full time, Permanent

SALARY

£35,000 - £45,000 per annum

THE ROLE

This is an exciting new post that will focus on empowering staff and students across the Trust to make best use of existing and emerging technologies to enhance teaching, learning and administration. The role involves playing a pivotal part in the development and implementation of a forward-thinking EdTech and AI strategy.

The post holder will help to create an environment of digital proficiency and innovation, ensuring that all members of the Trust are equipped with the skills and tools necessary to harness the full potential of technology in education.

KEY RESPONSIBILITIES

- Support the development and implementation of a comprehensive EdTech and AI strategy aligned with the Trust's vision and educational goals.
- Collaborate with senior leaders and IT staff to ensure technology effectively supports teaching, learning, and administration across the Trust.
- Consider the use of existing and new technology to support accessibility needs, workload, and wellbeing.
- Conduct data analysis and research to identify opportunities for further innovation and resource optimisation.
- Stay informed about emerging EdTech trends and best practices, promoting knowledge sharing within the Trust

- Work with Trust's Learning and Development Manager, and school CPD Leads to design and deliver professional development programs to enable effective use of technology.
- Utilise relevant Trust wide groups such as Academic Communities to facilitate collaboration and sharing of EdTech innovation and best practice.
- Monitor the impact and usage of EdTech initiatives and platforms on student outcomes, teaching practices, and administrative efficiency.
- Collect and analyse data to assess the effectiveness of the Trust's EdTech strategy, making recommendations as needed.
- Create, develop, maintain, and quality assure technology training resources to ensure they are relevant, easy to access and follow by the relevant stakeholders.
- Be the lead for the Trust's Cloud based MIS, ensuring that schools are making best use of the system, and that staff are appropriately trained and supported.
- Visit schools to support their use of technology in the classroom, for example when implementing or trialling new technology initiatives.
- Run 1 to 1, group, and Trust wide technology training sessions delivered personally and/or with external trainers when needed.
- Use of the IT Service Desk to respond to training requests, identify training needed, and to help support the wider team during busy periods, or where staff are absent.
- Collaborate with external partners, such as vendors and educational organisations, to leverage expertise and resources.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Undertake any duties, consistent with this position, which might, from time-to-time, be assigned by the Director of IT, or the Chief Executive.

You can find out more at:

www.creativeeducationtrust.org.uk

- Work flexibly and after office hours when required, such as for events and training sessions.
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- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE (or equivalent) including in Maths and English 	<ul style="list-style-type: none"> Educated to degree level in a relevant field Evidence of continuing professional development EdTech related certifications such as Microsoft Certified Educator (MCE), Microsoft Innovative Educator Expert (MIEE) and Apple Teacher.
EXPERIENCE / KNOWLEDGE	<ul style="list-style-type: none"> Experience working with and implementing innovative and modern technology solutions in schools. Familiarity with curriculum and technology integration Experience of delivering training/workshops to both small and large groups of staff (online and in-person) Experience producing training material in a wide range of formats such as handouts, infographics, online guidance, slide decks and videos. Experience of using generative AI to support teaching, learning and administration. Experience of using classroom-based technology such as Touchscreen TVs, interactive software, and visualisers Experience of using devices such as Chromebooks, iPads and Windows devices in an education environment Experience in working with external partners or agencies, to support the implementation of EdTech solutions. Knowledge of common EdTech platforms/software that support curriculum and assessment, and teaching and learning. Knowledge of data protection/GDPR and Cyber security with the ability to apply this when evaluating/implementing EdTech solutions, and when delivering training. Experience and knowledge of diagnosing and troubleshooting basic hardware and software issues. 	<ul style="list-style-type: none"> Experience of teaching or supporting teaching Experience of working with schools or other education establishments Experience of working in a multi-site environment Sound knowledge and understanding of school MIS systems such as Arbor MIS, and common bolt on systems. Experience and knowledge of Office 365 suite of tools, including education features such as OneNote Class Notebook, Class Teams, MS Forms quizzes and Insights. Experience and knowledge of implementing 1 to 1 student device programmes. Experience with deploying and managing devices such as Chromebooks, iPads and PCs/Laptops for staff and student use. Experience in using data and analytics to inform decision making and improvement. Experience using data to evaluate the impact of EdTech solutions. Experience of reviewing, evaluating, and creating business cases for new technology solutions Experience in reviewing, evaluating, and implementing Cloud based solutions to replace legacy software. Experience implementing technology solutions to support accessibility needs, workload, and wellbeing. Knowledge and experience of Microsoft Power Bi. Knowledge and experience of Microsoft Power Apps and Automate.

SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Passion for education and using technology to improve student learning outcomes. • Enthusiasm for innovation and trying new things. • Ability to communicate confidently and effectively with teachers, students, senior leaders and other stakeholders. • Strong writing and presentation skills • Excellent time management, administration and organisational skills • High professional and personal standards in both work and conduct • Ability to make sound judgements and decisions. • Confident in dealing with diverse stakeholders (teachers, students, parents, senior leaders) • Strong personal drive and willingness to get things done. • Excellent interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently. • Ability to convey technical problems to non-technical staff. • Openness to learning, change and personal development. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, equality and diversity. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • An understanding of up-to-date safeguarding requirements and best practice. • Awareness of Health & Safety procedures • Ability to work flexibly and outside of normal working hours if required. 	<ul style="list-style-type: none"> • Full UK driving license. • Have access to a car for work purposes and be able to travel to other sites.
<p>This job description will be reviewed regularly and may be amended according to changing requirements, as agreed between the post holder and the Director of IT.</p> <p>Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people. Shortlisted candidates will be required to undertake relevant safeguarding checks which will include checks of social media accounts.</p>		