

Job Description: Digital Innovation Lead

Reports to: Director of Strategy

Location: West London – currently operating an agile working policy with two core days in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £70,000 - £80,000

Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life. Starting with just one school in 2006, Ark has grown into a network of 39 schools that serves over 30,000 children. Through our ventures we work to reach even more. We are currently opening nurseries through Ark Start and over 300,000 children learn using an Ark curriculum. Last year, despite having more than double the national average of children in receipt of free school meals, our students outperformed the national average at every age and stage. We want to do even more.

We believe technology and innovation, especially emerging trends in AI will play a key role in making education more efficient and effective. This role will have a broad remit to identify and support us to take advantage of opportunities presented by technology to make us a more efficient and effective organisation.

The Digital Innovation Lead will drive digital innovation and efficiency within our organisation, helping us to leverage AI and other cutting-edge technologies to improve educational outcomes for our students and reduce workload for our staff. You could have a background in either teaching or in tech, but you will be excited about what innovative technology can do to reduce educational inequality.

Responsibilities:

- Identify and evaluate emerging technologies and trends, assess their potential impact on educational practices, administrative and operational processes.
- Provide guidance and support to schools on leveraging technology for effective teaching and learning, administrative and operational efficiencies.
- Upskill our people, to effectively and safely use AI.
- Work closely with external innovation and tech capability suppliers to leverage their consultative expertise and outsource where necessary to get to the best long-term solutions.

Core Competencies:

- Digital expertise: Including knowledge of digital trends, tools, and platforms, especially AI, with a focus on leveraging it for improved educational and operational efficiencies and outcomes.
- Knowledge of UK education/schools is desirable, but not essential
- Collaboration and networking: Ability to work collaboratively with a variety of distinct roles and functions within and outside the trust to access expertise and explore collaborative opportunities.
- Strategic thinking: Strong analytical and problem-solving skills to identify opportunities, evaluate risks, and make informed decisions in alignment with Ark's goals and ethos.
- Project management: Strong project management skills, including the ability to initiate, plan, execute, monitor, and close digital projects, ensuring they are delivered successfully.

Personal Qualities:

- Self-motivated and resilient, with a "can do" attitude, able to work proactively and independently in a fast-paced environment.
- Ability to work calmly and pragmatically under pressure, effectively managing competing priorities and meeting deadlines.
- Excellent communication skills including the ability to convey technical information to both technical and non-technical audiences, adapting communication style as necessary.
- Strong interpersonal skills, both written and oral, fostering positive relationships with colleagues at all levels.
- Attention to detail and confident report and documentation skills, ensuring accuracy and completeness in all deliverables.

Other Requirements:

- Right to work in the UK.
- Commitment to equality of opportunity and the safeguarding and welfare of all students, ensuring a safe and inclusive environment.
- Willingness to undertake training to enhance professional knowledge and skills in alignment with the role.
- This post is subject to an enhanced DBS (Disclosure and Barring Service) check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).