



St Cuthbert's Roman Catholic Academy Trust

JOB DESCRIPTION & PERSON SPECIFICATION

ORGANSATION:	St Cuthbert's RC Academy Trust	GRADE: 11 (39 – 43)
SECTION:	ICT	£42,821 - £46,845
JOB TITLE:	ICT DIRECTOR	REPORTING TO: CEO/CFO
EVALUATION DATE:	April 2021	

'Ordinary people - working together - achieving extraordinary things'

VISION - Convinced that people have an unbelievable capacity to do great things, we aim to provide rich and wide-ranging opportunities for people to achieve more than they ever thought possible.

VALUES - As a Trust, at the heart of our Christian service is to welcome and value each individual as equal, regardless of nationality, gender, race, colour, sexuality or creed. We pride ourselves on our exceptional standards of personal pastoral care, rooted in our Christian tradition and values of kindness, support, peace, justice, forgiveness and joy. Our outlook and ambition is international and inclusive.

CHILDREN ARE OUR PRIORITY - We aim to place children at the centre of all of our decisions and activities, encouraging them to find excitement in their learning and to live life to the full. We do not settle for average. We aim to relentlessly focus on our core business which is to promote student's learning, welfare and achievement.

WORLD CLASS - Without apology, we are committed to excellence and to build on the sustained world class successes of St Mary's College. Without excuses we find ways to help every student to feel that they are safe, belong and are successful in their learning. Teachers and support staff want to be the very best they can be.

SEAMLESS TRANSITION - Inclusive, our curriculum should be 3-19 understood, 3-19 planned, 3-19 relevant, 3-19 rigorous and 3-19 progressing. Our curriculum will deliver 3-19 outstanding outcomes and prepare all our young people exceptionally well for life thereafter.

PARTNERSHIP - We build strong partnerships within our schools and with organisations that share our commitment to world class standards. Learning with and from others of good will, we aim to always improve, to give our very best and expect it from others. Alongside others, we serve the common good and actively support system reform so that all children might thrive.

'In every here and now we are ready to express our hope'

Job Description & Person Specification: ICT Director

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities Policies.

MAIN PURPOSE: The ICT Director will lead the strategic development of the ICT offer across St Cuthbert's RC Academy Trust. Reporting to the Chief Executive Officer/Executive Principal and Chief Financial Officer the role offers a unique opportunity to help shape the vision for ICT and digital transformation across the Trust, including the Teaching School Hub. Day-to-day, the role is responsible for the overall management of the ICT Team, supporting all schools, managing contracts and external partnerships, analysing data and supporting the Executive and Senior Leadership Team in delivering all aspects of teaching and learning and effectively operating the organisation. As a member of the Senior Leadership Team, you will provide inspirational leadership to the ICT Team. The successful candidate will be expected to have proven experience in the leadership and management of ICT and ideally from an educational background. The role will be part of a team whose core purpose is to safeguard the welfare of children and young people.

PRINCIPAL ACCOUNTABILITIES:

Strategic

1. To ensure the Trusts approach to ICT and information management reflects, and continuously adapts to support the vision, values and strategy of the Trust.
2. To lead on the development, implementation and compliance of ICT and associated strategies and where necessary adopting new and innovative approaches for the maximum use/ benefit of teaching and learning and information and systems.
3. To supervise the Network Manager on ICT and other technical strategies to underpin the successful delivery of the Trusts ICT.
4. To line manage all of the ICT staff including induction, training and performance management.
5. To define the Helpdesk Service and manage a relevant Service Level Agreement for all schools in the Trust.
6. To attend Trust meetings where applicable, including Trustee Board/Committees, being the lead officer for ICT related matters and to liaise with Trustees when required.
7. To maintain and enhance the Trusts reputation through the appropriate use of communication, emotional intelligence and support to academies.

Delivery

1. To lead on the development and delivery of the ICT team and review performance against academy feedback and targets set within specific projects as appropriate.

2. To maintain the overall integrity of the Trusts ICT environment and ICT business continuity arrangements, ensuring all Trust ICT systems are fully operational at all times.
3. To develop relationships and partnership working with other private, public, voluntary and community sector bodies on joint information and system projects of mutual interest and benefit, for example, to negotiate successfully with external suppliers and partners.
4. To be responsible and accountable for the budgets, procurement and contracts within the ICT team.
5. To seek to reduce costs whilst maintaining or improving services through appropriate invest-to-save opportunities, working collaboratively and effective procurement.
6. To manage all ICT assets across the Trust and implement an efficient ICT asset disposal process.
6. To ensure information is organised in a systematic fashion to enable auditors/inspectors to perform an audit.
8. To implement e-safety policies and procedures regarding data protection, internet use, social media platforms, email and the security of ICT.
9. To maximise opportunities for a sustainable ICT environment and to develop supporting policies.

Research and Planning

1. To research and be informed about the wider (regional and national) ICT and Information related context (including social trends), and identify developments and changes which will have a positive or negative impact on cost, service delivery or performance.
2. To keep a watching brief on ICT products, systems and providers
3. To maintain links with outside bodies.

Staff and Leadership

1. To oversee and lead Trust ICT members of staff including the performance management of staff in line with Trust policies.
2. To lead, manage and motivate staff to deliver efficient and effective services in line with Trust values and objectives.
3. To communicate the vision, culture and values of the Trust so staff are engaged, motivated and professional in their conduct.
4. To support and assist in the development, review and delivery of all HR and organisational policies and strategy.
5. To be responsible for own and team's CPD.

General

1. To participate in wider Trust meetings, working groups as required.
2. To ensure all ICT, Computer Use and Data protection policies are in place, regularly reviewed and compliant against legislative requirements.
3. To work in a flexible way to respond to the needs of the Trust and fulfil other duties and responsibilities appropriate to the grade and role as and when required.

The job description is current at the date shown but following consultation with you may be changed by Management to reflect or anticipate changes to the job which are commensurate with the salary and job title. This is a full-time leadership post with a Trust wide responsibility and, as such, the post holder will be required to work at times during the school holidays.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's RC Academy Trust, as your employer and you as an employee of the Trust. In addition to the Trust's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Trust's H&S policy.

Person Specification - Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Qualifications and training	Essential / Desirable	How Identified
Graduate with degree or equivalent qualification.	E	A/CC
Professional Qualification (e.g., FBCS, CITP).	D	A/CC
Evidence of a commitment to on-going learning and professional development.	E	A/CC/I/R
Relevant Experience and Knowledge		
Education / Academy sector experience	E	A/I/R
Technically experienced with a proven ICT record including delivering complex systems / networks as to enable ICT to meet the needs of academies and students.	E	A/I/R
A knowledge and commitment to safeguarding and promoting the welfare of children, young people. Being fully up to date with safeguarding training.	D	A/CC
Evidence of successfully leading and motivating teams and managing cultural change.	E	A/I/R
Previous budget responsibility with a track record of strong financial management and achieving value for money.	E	A/I/R
Experience of developing and sustaining positive relationships with relevant stakeholders.	E	A/I/R
Proven track record of successful ICT project management	E	A/I/R
Demonstrable knowledge of current technologies and best practice in the education sector.	E	A/I/R
Ability to produce detailed reports, suitable for a range of stakeholders.	D	A/I/R
Skills		How Identified

Excellent leadership skills, to include motivating and inspiring staff to support academies and to achieve ambitious service level targets.	E	A/I/R
Able to work under pressure and manage conflicting demands.	E	A/I/R
Strong interpersonal skills, with the ability to engage, build and sustain relationships both within the Trust and external organisations.	E	A/I/R
ICT subject matter expertise including how ICT can support safeguarding in schools.	E	A/I/R
Excellent project management and organisational skills	E	A/I/R
Excellent written communication skills and report writing	E	A/I/R
Competencies/behaviours	Essential / Desirable	How Identified
A clear vision for the use of ICT in education and the digital transformation of the classroom.	E	A/I/R
A strong commitment to the Trust values and ethos plus high personal integrity and confidentiality.	E	A/I/R
A willingness and ability to travel and work outside of core hours if necessary.	E	A/I/R
Resilience, able to overcome challenges and setbacks.	E	A/I/R
High attention to detail and self-awareness to resolve conflicts with sensitivity.	E	A/I/R