Batley Girls' High School   Upper Batley High School   Healey J,I & N School   Field Lane J,I & N School   Batley Grammar School

Batley Multi Academy Trust

UPPER BATLEY HIGH SCHOOL

Job Title: Blended Learning Leader	**Grade: 11 (provisional subject to job evaluation)**
Department: Whole School	**Accountable to: Head of School**
Contractual Terms: Permanent	**Responsible for: N/A**

Overall Purpose of the Job:

This is a new role in school to develop, fully implement and embed Blended Learning at Upper Batley High School. Blended Learning is a whole school approach to home/online learning which requires a long term IT strategy to fully support the planning, implementation and ongoing successful running of this key area of learning.

Key Duties and Responsibilities:

- Develop and deliver a long term IT strategy for the whole school. This includes ICT equipment and facilities in school to bring them up to current requirements, and meet future requirements. The role is to also ensure both staff and learners can work successfully from home when required to, as well as work effectively in school during usual school hours and any clubs/activities etc.
- To lead, manage and support the effective provision of the ICT support services, providing technical guidance and advice to the Senior Leadership Team, and to all staff, ensuring effective ICT resources are fit for purpose and provide value for money.
- Report to the Governing Board when directed to do so by the Headteacher.
- To be proactive in the leadership and development of the ICT network, devising innovative solutions and taking overall responsibility in providing a whole school approach to ICT service delivery, implementing the schools strategy and vision.
- Inform, report on, and raise awareness of, serious ICT support issues within the school to Senior Leaders.
- Liaise with outside agencies / suppliers as required for need or research.
- Liaise with parents/carers as required.
- Liaise with and support learners as required.
- Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate.
- Develop proposals for delivering collaborative procurement of software, hardware and licences across the school, to deliver both cost and service efficiencies.
- Collaborate with the Network Manager.
- Be the school's expert in relation to developments in the field of ICT and legislation, working with the Network Manager on this.
- Deliver ICT and any other relevant training across school.
- Negotiate with suppliers of hardware and software to get the best deal, including external support, and being responsible for contracting consultants and service level agreements.
- Identify ways of adding value to the school through sharing services and seeking areas of ICT synergy.

Additional Information
- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
Qualifications:	Educated to degree level in a relevant qualification.	E	A
	Industry recognised qualification in ICT certification, such as those accredited by Microsoft, Cisco or ITIL	D	A
Experience:	Experience of giving technical advice/guidance and explaining complicated matters to other, appropriate to their level of their understanding	E	A/I
	Extensive experience of installing, configuring and testing computer software and hardware	E	A/I
	Experience of managing network operating systems, local area networks, servers, upgrades, peripheral equipment and wireless networks	D	A/I
	Experience of developing to ICT strategies, plans, policies, procedures and processes, to ensure ICT use is effective, efficient, taking into account new technologies and anticipates potential future demands on ICT systems.	E	A/I
Knowledge and Statutory Requirements:	Substantial technical knowledge is required of ICT strategy in medium size organisations. The post holder must have in-depth knowledge of relevant statutory legislation.	E	A/I
Planning, Organisation and Mental Challenge:	Analytical skills to investigate complex problems and information, researching, drawing conclusions and make recommendations for action.	E	A/I
	Creative and development skills and the ability to accurately provide management information, as and when required.	E	A/I
Interpersonal & Communication:	Excellent listening and interpersonal skills with an ability to communicate/engage with a range of stakeholders, sharing ideas clearly and persuasively, both verbally and in writing	E	A/I
	Ability to remain calm under pressure.	E	A/I

	Confident and enthusiastic.	E	I
Initiative & Independence:	Working within recognised procedures, the post holder will be expected to self-manage own workload and make decisions when dealing with unanticipated problems.	E	A/I
Philosophy and Commitment:	An interest in educational issues.	E	A/I
	A personal commitment to lifelong learning and continuous professional development.	E	A/I
	Commitment to high standards, best value and continuous improvement.	E	A/I
	A 'can-do' approach and positive attitude to innovation and change.	E	A/I
Personal Qualities:	Ability to contribute to effectively leading a team.	E	A/I
	Effective time management.	E	A/I
	Ability to work confidentially and with discretion.	E	A/I
	Excellent organisational skills.	E	A/I

Main Contacts: All school staff, external organisations. The post holder must always project a professional image when dealing directly with colleagues, governors, parents/carers and external bodies.

Characteristics of the post:
The employment checks required of this post are:

● Evidence of entitlement to work in the UK
● Evidence of essential qualifications
● Two satisfactory references
● Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
● Confirmation of medical fitness for employment as required
● Registration with appropriate bodies (where applicable)

Date Completed: November 2020

Signature of Post holder: …………………………………………………………………………………   **Date:** …………………………………………………

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form. The letters D and E in the "Rank" column refer to the importance we

will give to your answers when we read your application. You must be able to fulfill all the E's on day one to be able to do the job, you need to have all the D's to do the job, but they could be learnt during your induction period.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, activities, presentations, interview, etc.