



# SHIRELAND

## TECHNOLOGY PRIMARY



### **Applicant Information**

Primary Technical Director  
Shireland Technology Primary

## The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

Founded in April 2007 with two academies, currently there are four in the family with others set to join in the near future.

## Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To grow to a Trust of 10 Academies.
- To expand within the Primary sector using technology as a key too for progress with the Free School programme as our main delivery vehicle.
- To establish an operating model that creates a proactive and process driven delivery support model.
- To ensure each academy has a wraparound structure for pastoral support including behaviour.
- To create a curriculum delivery model within each of our academies that is responsive to change and can be adapted to meet individual student's needs.
- To create a model of inter-academy support and skill sharing to support student and staff progression.

## Applications

Thank you for your interest in the post. Please note the closing date for applications is **8.00am Wednesday 1<sup>st</sup> July 2020**. Completed applications and supporting documents should be sent via email to [eshocker@stp.shirelandcat.org.uk](mailto:eshocker@stp.shirelandcat.org.uk)



## Job Description

**Job title:** Primary Technical Director  
**Salary:** Band F / G depending on experience  
**Contract type:** Full-time, permanent

### Reporting to:

Trust Primary Director & Principal of Shireland Technology Primary  
Working with Trust Operations Manager for the function of Technology across the Trust

### Responsible for:

Indirect responsibility of Primary ICT Technicians

### Main purpose

The Primary Technical Director of Shireland Collegiate Academy Trust (S-CAT) is responsible for the strategic development and management of Shireland Technology Primary (STP) school and the trust's Primary school's Technology infrastructure and support service, including:

- Day-to-day management of Technical support for STP
- The development of Technology across the Primary schools to a serverless / cloud environment
- Strategic development of Technology capacity, ensuring the resources and services are fit for purpose and support future development
- Oversee and support Technology within current and future Primary schools
- Oversee and support the technical implementation of new training hub at STP

### Duties and responsibilities

The duties and responsibilities listed below are indicative tasks the Primary Technical Director will perform and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

### Strategic planning and leadership

The Primary Technical Director will be accountable for developing and implementing an Digital Technology strategy that serves the current needs and supports future development technology in a traditional and serverless environment across the Primary Schools.

The Primary Technical Director will:

- Working with the Primary Director, support the development and implementation of a long-term strategic plan for digital and technological resources and services across the Primary schools that supports the trust's wider strategic planning, vision and aims in going serverless
- Contribute to the trust's business planning and risk management exercises, including taking action to mitigate risks where necessary
- Support the development of a disaster recovery and business continuity plans, advising on issues related to technology across the Primary schools and informing the strategic and local Risk Registers
- Develop, implement, monitor and review relevant and associated policies

- Advise senior leaders on all aspects of digital strategy and management, supporting effective leadership at all levels across Primary operations
- Keep up to date on developments in technology for the education sector, alerting senior management to developments and digital innovations that could further support the use of Educational Technology that helps to raise standards and / or support school improvement.
- Develop and maintain strong relationships with relevant external organisations and partners
- Work with other Primary leaders to develop and extend Edtech knowledge and capabilities across the Primary schools
- Support Primary School Principals in managing the Primary ICT support teams, assisting them in professional development and performance management of technicians

### **Technology resource and service management**

The Primary Technical Director will be accountable for managing Primary Technology resources, and for overseeing the delivery of a high-quality support service.

The Primary Technical Director will:

- Assist to develop and implement an asset management system for digital technology resource, including maintaining an accurate inventory of equipment across the Primary schools
- Keep accurate records related to the purchase or loan of ICT resources, including records related to warranties
- Plan, implement and record changes to hardware and software resources as required
- Oversee procurement processes for digital technology resources, ensuring these achieve value for money
- Oversee the maintenance of digital technology resources, including ensuring appropriate disposal of ICT assets when necessary
- Manage health and safety issues related to digital technology, including doing risk assessments and ensuring regular electrical testing
- Manage access to the trust's digital technology network, creating user accounts and ensuring appropriate access rights in line with the trust's policies
- Take responsibility for the security of the trust's ICT systems, including ensuring appropriate anti-virus and encryption measures are in place
- Work with the trust's Data Protection Officer to ensure that the trust's ICT systems reflect appropriate data protection measures and good practice
- Manage existing contracts and service level agreements for outsourced ICT support and services, including ensuring that contracts achieve value for money and standards of service quality are high
- Manage relationships with the external suppliers and contractors
- Manage and monitor support requests, recording ICT casework information, and reporting on support requests to support continued improvement
- Provide support for teachers in the use of digital technology across the curriculum; working with them in class and providing technical advice to staff
- Support classes to use mobile technology whilst investigating new technologies which would be suitable for use with our students
- To provide prioritised technical support and advice as required across the primary schools.
- Ensure and monitor that an effective system is in place for staff to report faults, that faults and problems are quickly rectified so that staff and students (where appropriate) are able to access the system in school and at home
- Provide in house training to other staff as appropriate
- To maintain, develop and promote the Shireland Technology Primary website and intranet in collaboration with senior team and help regularly review and carry out regular compliance checks.

- Set up digital technology for assemblies, external and internal functions etc including some evening work.
- Support the use of the Immersive Room at Shireland Technology Primary and the development of Immersive Experiences with staff.
- Supporting teachers in the classroom as needed to ensure effective learning and delivery of content.



## Person Specification

### Primary Technical Director

Category	Essential	Desirable
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Able to meet the physical demands of the role.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general education.</li> <li>• A relevant ICT Qualification or educated in an ICT Degree</li> </ul>	<ul style="list-style-type: none"> <li>• CompTIA A+ Certification</li> <li>• Any relevant Microsoft Training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in Primary education for 5 years minimum</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a primary technical management role</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Provide technology training to end users</li> <li>• Provide technical training to IT Technicians</li> </ul>	
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Windows Server</li> <li>• VMware or Hyper-V</li> <li>• Microsoft 365 including administration of Teams, SharePoint, users and groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Intune</li> <li>• Window Autopilot</li> </ul>

	<ul style="list-style-type: none"> <li>• Technical management &amp; deployment of SIMS</li> <li>• Switches and WiFi deployment and management</li> <li>• Project management of ICT procurement and deployment in building new schools</li> </ul>	
<b>Circumstances</b>		
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Reasonable level of Literacy</li> </ul>	
<b>Practical and Intellectual Skills</b>		
<b>Legal Requirements</b>	<ul style="list-style-type: none"> <li>• Enhanced Disclosure and Barring Service Check.</li> </ul>	

### Timeline

Closing date for applications is: **8.00am Wednesday 1<sup>st</sup> July 2020.**

Following the shortlisting process, successful candidates will be invited for **interview on Friday 3<sup>rd</sup> July 2020.**

If after reading the information provided you feel that you meet the specification for the post, we would like to hear from you.