



**Westcliff High School
for Boys**

**Job Description
DIRECTOR OF TECHNOLOGY**



INTRODUCTION

This is an exciting opportunity to take on a newly created post arising as a result of the significant expansion and successes of the School. The Director of Technology is a senior support role and the successful candidate will report directly to the Headmaster and attend meetings of the School's Senior Team from time to time. The post holder must have the drive, expertise, experience, skills and creativity to meet the demands of this senior role. The Director of Technology will line manage staff in key support functions, including the School's ICT Network Team.

SUMMARY JOB DESCRIPTION

The Director of Technology will be responsible for maintaining and developing the School's technological provision, including its platforms for external communications with key stakeholders. The post holder will take the lead on the development of strategies to facilitate effective communications, including technological advancements to support effective Teaching & Learning and effective use of the School's website and its social media channels.

The Director of Technology will be responsible for developing channels of communication, both in relation to the School's interface with its wider community and its pupils' learning. This will also include the management and development of the School's ICT Network.

The post holder will require high level technological skills and proven successful experience of managing and utilising technology to facilitate effective communication. It should be noted that this role requires flexibility as the post holder will be required to take a full and active role in the life of the School, which includes some evening and weekend work.

SALARY

NJC Point 37 (£40,876). This is a new role and therefore, for an excellent and committed post holder, there remains flexibility in relation to progression and associated increases in salary as the role develops.

LINE OF RESPONSIBILITY

The Director of Technology is directly responsible to the Headmaster.

LINE MANAGEMENT

The Director of Technology appraises and line manages the work of designated staff, including the ICT Network Manager and ICT Technician.

HOURS OF WORK

The standard working hours for this role are 8.00am to 5.00pm, Monday to Friday, however given the seniority of the position, the Director of Technology will be expected to work the hours necessary to fulfil the responsibilities of the post and his/her responsibilities in this important area. This will include working during some weekends and evenings to support school events, functions and meetings, and to provide support to senior colleagues in delivering provision for the pupils. The Director of Technology will be required to attend Staff Training Days.

JOB CONTENT

The Director of Technology is responsible for the development and successful implementation of a departmental plan which is designed to support the strategic aims of the School in his/her area of expertise.

Key Responsibilities:

- To lead and manage strategic development priorities in his/her leadership areas in order to expand and develop technological provision, educational resources and communication networks.
- To support the Headmaster on a day-to-day basis with the management and direction of all technological developments and platforms for external communications, including use of social media and IT systems.
- To take a lead role in regular meetings of the School's ICT Strategy Group and other working groups or committees in his/her area of expertise.
- To take a lead role in the development of suitable IT and other systems for both teaching, learning and communication, liaising with external providers as necessary to ensure provision available to pupils and staff is cutting-edge, comprehensive, consistent and effective at all times.
- To manage the Appraisal of designated staff.
- To oversee the maintenance and development of the School's website liaising with the Headmaster and teaching and support staff as necessary regarding content and developments. To ensure all information is regularly updated, relevant and attractive.
- To uphold the School's ethos and aspirations and ensure these are effectively articulated through all communications, both internally and externally.
- To contribute fully to meetings (as invited) of the School's Senior Team, offering advice and support in his/her areas of expertise to help facilitate the School's wider development objectives.
- To manage and monitor budgets relevant to the post holder's areas of leadership.
- To work with the Headmaster and other staff to ensure the most effective use of the School's social media channels.
- To ensure excellent communications with staff, including relevant training and support in his/her areas of responsibility.
- To act as an initial point of contact for media, liaising with the Headmaster regarding responses and dealing with all enquiries (including FOI, SAR and other data requests) professionally and appropriately to promote the School's ethos and aims.
- To share in relevant policy reviews and updating in his/her area of expertise.
- To support the Headmaster with the development, review and updating of the School's ICT systems to facilitate high quality communications, both internally and externally.
- To participate enthusiastically in aspects of the School's life outside of his/her direct area of responsibility, as a means of fully appreciating the School's ethos and of developing effective working relationships with current pupils, their parents and staff.
- Produce and update (in discussion with the Headmaster) all policies relating to his/her areas of responsibility to ensure compliance with regulatory requirements.
- To undertake such other duties from time to time as the Headmaster may reasonably request.

All staff are responsible for promoting and safeguarding the welfare of pupils at Westcliff High School for Boys by ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of pupils to the Designated Safeguarding Lead.




This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Headmaster. All staff are expected to uphold, support and realise the ethos of the School, as outlined in the Mission Statement Learner Profile. Job Descriptions are subject to annual review.



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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