

Trust IT Lead

Derby Diocesan Academy Trust

Closing date: Sunday 12th May 2024 at midnight

Provisional Interview date: 22nd May 2024

DDAT Grade 13 – points 41 – 45 £49,498 - £53,630 (pay award pending)



Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT (DERBY DIOCESAN ACADEMY TRUST).

Our Trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



Working for DDAT

Governance

DDAT values local accountability through a Local Governing Body. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains earned autonomy.

Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

External Partners

DDAT works closely with external partners such as Local Authorities, Universities and Teaching Schools. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

Support

DDAT provides business, legal, finance, building, HR, and governance support through a hub team. Our schools are only one call away from the help they need.

School Improvement

All schools, including Good and Outstanding schools, receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as an Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement, and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale, and assists with recruitment, retention, and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [Upcoming Events – DDAT](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](#)
- [Home - DDAT](#)

Job Description

Purpose

To be responsible to the Chief Operating Officer for the development, operation, and improvement of the Trusts IT systems. This involves working with internal and external IT providers and other stakeholders in relation to the day-to day operations of IT across the Trust. This will include management of all IT and systems focused projects across the Trust in collaboration with all stakeholders. The IT support for schools is currently sourced at school level via managed service providers. The Trust also has a third-party IT provider supporting the Central Team.

Supporting the delivery of the digital IT strategy for the Trust and shaping strategy in line with both national statutory and recommended guidance.

Leadership and Management

- Work alongside the Trust and Schools IT support to implement the digital IT strategy and IT management plan for the Trust.
- Forecast, plan, schedule, and monitor resources across all areas of responsibility to manage capacity to fulfil business needs and continuity of service.
- Prioritise the delivery of IT change projects, overseeing and managing IT projects at both Trust level and supporting the schools IT support teams.
- Contribute significantly to the IT related strands for all Business Continuity and Disaster Recovery planning, safeguarding the organisation and its schools in the event of major incidents or disasters.
- Work collaboratively with the Central Executive Team, to develop websites across the Trust, ensuring compliance.
- Provide monitoring reports to the Central Executive Team, as required.
- Update the IT element of the Trust risk register in liaison with the COO and school leadership teams and provide periodic reports as required to Trustees within the Trust Risk Management Policy and Procedures.
- Responsibility for the line management, training, and further development of the future IT team.
- Develop and lead on an IT training program for the schools within the Trust and its central team.
- Work with the CFO (Chief Finance Officer) to support the Trust and school's IT budgetary planning to provide good value for money and ensure good supplier relationships.
- Work with the COO in dealing with GDPR (General Data Protection Regulation) training, breaches, SAR (Subject Access Request) and FOI requests and liaise with the external DP team when needed.

IT Infrastructure

- Have strategic oversight of the Trust's network infrastructure, with a view to have greater oversight over each schools' infrastructure.
- Direct, manage and oversee the development and optimisation of the IT infrastructure, systems, and applications across the Trust, alongside the IT support teams.
- Work with the Central Executive Team and senior leadership teams on the IT strategic planning and take responsibility for the management and development of the Trust's network infrastructure and services, liaising with key staff to ensure that IT services meet developing curriculum, communication, and administrative needs both at Trust level and in the future at school level.
- Identify and implement solutions to overcome day to day IT and infrastructure issues, to ensure business continuity across the Trust.
- Support colleagues with developing and adopting new technologies to enhance business capabilities e.g. SharePoint.

- Identify the impact of any relevant statutory, internal, or external regulations on IT, including the use of information and make recommendations for compliance for all schools within the Trust and the central function.
- Promote the effective use of Microsoft 365 applications such as OneDrive, Teams and SharePoint and support in whole Trust training in the effective use of systems and associated processes.
- Support schools in the management of IT Support and related infrastructure contracts to ensure a high-quality service is received from their managed support service partners.

Hardware and Software

- Support the installation of new equipment and perform routine maintenance tasks on Trust ICT equipment including hardware, software, and other peripherals.
- Provide support with respect to the use of Audio/Visual hardware including audio recording equipment; lighting systems; sound systems; projectors; interactive whiteboards etc.
- Identify new and emerging hardware, software, communication technologies and products, assessing their relevance and potential value.
- Support schools and manage Trust agreements, and negotiation with suppliers and vendors to ensure best value in accordance with financial policies and procedures.
- Lead the maintenance of high value IT inventory and equipment such as desktops, laptops, servers, and infrastructure equipment.
- Work in conjunction with the COO and Estates and Health and Safety Lead and third-party suppliers on all areas of IT estate across the Trust e.g. wireless infrastructure, CCTV etc, in particular for new school buildings.
- Responsibility for reviewing and analysing the Trust IT asset register.
- Support the schools in reviewing and analysing their IT asset register,

Digital security and compliance

- Take a leading role to effectively manage cyber security risks across the Trust, providing improved cyber assurance and establish robust backup systems and management plans.
- Ensure appropriate IT security and safeguarding systems are in place under both child KCSIE (Keeping Children Safe in Education) and data protection legislation.
- Ensure that the organisation is appropriately protected from an IT security perspective both in relation to internal users and external threats.
- Manage the compliance with licenses, agreements, and policies within the area of IT.
- Develop and maintain effective ICT systems within the Trust and its schools and the data held on them, ensuring levels of security and protection are met to adhere to GDPR, network security requirements and other regulatory frameworks.
- Keep up to date with new technologies e.g. AI (Artificial Intelligence)

Generic requirements

- Ensure the vision and values of DDAT are evident in every aspect of the duties of the post.
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, always working to the standards expected.
- Contribute to the formulation and implementation of the Trust Improvement Plan.
- Prepared to work 'across piece,' being flexible and interested in other areas of the organisation.
- Be aware of and take part in the Trust's Performance Management framework participating in training and development activities as required.
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality.
- Carry out duties placed on staff by Health and Safety legislation.
- Carry out appropriate additional tasks at the request of the Trust's the Central Executive Team.

Review and Amendment

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Person Specification

Person Specification		
Essential	Desirable	Evidence
Qualifications & experience Degree level qualification in IT Continuous professional development At least 3 years' experience working in a senior IT role Advanced awareness of GDPR and Data Security Knowledge of disaster recovery and back up solutions Knowledge of NCSC	Experience of working in the Education sector Management qualification or substantial experience in managing teams	Application form
Strategic Leadership Knowledge and understanding of: Models of effective leadership and organisational structures. New technologies and their potential impact. Leading change, creativity and innovation. Skills: Build capacity and achieve sustainability. Deal with complexity and uncertainty. Think strategically, analytically, and creatively. Ability to prioritise and problem solve to ensure that deadlines are met, whilst working under pressure. Build a vision and communicate with a clear purpose and sense of direction.	Strategic planning processes, tools, and techniques. Ways of achieving stakeholder and community engagement through effective communication strategies. Experience of delivering IT change management within an education setting. Able to demonstrate, influence and challenge appropriate to the role. Challenges existing thinking and generates new ideas. Knowledge and understanding of the core AI skills.	Application form Letter of application References Interview and selection process

<p>Anticipate, lead, and manage change.</p> <p>Ability to analyse issues, make informed judgements, take appropriate actions, and accept responsibility for results.</p> <p>Use research to support and challenge existing practice.</p> <p>Inspire, challenge, motivate and empower others to attain challenging outcomes.</p> <p>Celebrate achievement and acknowledge excellence.</p> <p>Work strategically with Trust executives and Trustees/Board members.</p> <p>Evidence of collaborative and inspirational leadership skills.</p> <p>Demonstrate enthusiasm, optimism and commitment to leadership aimed at making a positive difference to children and young people and to raising standards.</p> <p>Ability to support groups of school leaders and educational and operational stakeholders within schools.</p> <p>Ability to communicate technical language to non-technical users.</p> <p>Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders.</p>		
Essential	Desirable	Evidence
Leading People		
<p>Knowledge and understanding of:</p> <p>Significance of interpersonal relationships, including impact on teacher performance and pupil learning/employee performance.</p>	<p>Knowledge and understanding of:</p> <p>Building, developing, and sustaining a learning community within a diverse workforce.</p>	<p>Application form Letter of application</p> <p>References</p> <p>Interview and selection process</p>

<p>Performance management, continuous professional development, and sustained school improvement.</p> <p>Managing suppliers and associated contracts</p> <p>Building motivation, including the importance of celebrating achievement</p> <p>Own performance, ways of obtaining feedback and how to improve.</p> <p>Skills:</p> <p>Develop self-awareness, self-management and self-confidence and use effectively.</p> <p>Listen, reflect, and communicate effectively.</p> <p>Negotiate and manage conflict, providing appropriate support.</p> <p>Monitor and evaluate work of others, give feedback, and provide support/intervention to improve performance.</p> <p>Hold people to account and challenge under performance.</p> <p>Develop a culture of learning and continuous professional development.</p> <p>Receive and act on feedback to build on strengths and improve personal performance.</p> <p>Create a culture which encourages ideas and contributions from others.</p> <p>Foster an open, fair, and equitable culture.</p> <p>Proven ability to motivate, challenge, develop, empower, and sustain individuals and teams.</p>	<p>Support and development systems for individuals and teams.</p> <p>Have a high level of Emotional Intelligence and use it.</p>	
--	--	--

<p>High standards of personal and professional conduct.</p> <p>Proven experience of developing good working relationships with all stakeholders.</p> <p>Proven ability to generate and deliver collective vision and shared purpose at pace.</p> <p>Proven ability to create, build and retain effective staffing structures.</p>		
Safeguarding & Equal Opportunities		
<p>Commitment to the highest standards of equality and celebration of diversity.</p> <p>Must be able to recognise discrimination in its many forms and willing to put Trust's Equality Policies into practice.</p> <p>Commitment to safeguarding pupils.</p>		

An Enhanced DBS is required for this post.

To apply, please complete an application form and the References and Monitoring form which can be found on our website here: <https://ddat.org.uk/current-job-vacancies/> and return to HR@ddat.org.uk

Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

The Application Form

Please complete the application form neatly, fully, and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity, and conduct.

Arrangements for Applications

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.