



The **GALLERY TRUST**



A community of special schools

**Digital Strategy & Network Manager**

**Candidate Information Pack  
November 2022**

Thank you for your interest in the position of Digital Strategy & Network Manager at The Gallery Trust.

The Gallery Trust is an expanding and successful Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire.

The Trust is recognised as a key stakeholder in the delivery of education to SEND pupils in the county. This is a very exciting time to join the Trust, as we continue to expand our provision. We currently have six schools in our Trust, a satellite provision, and two new schools in pre-opening.

As a Trust, our vision is to encourage the individual identities of our academies while providing strong support from the Trust's Executive Team and central support services, and facilitating collaboration between the academies in the Trust. Employees at the Trust belong to a community of skilled and experienced professionals, and benefit from a wide range of networks and development opportunities across the Trust.

If you share our values, are motivated by working with colleagues who are completely dedicated to improving outcomes for students with Special Educational Needs and Disabilities, and are enthusiastic about contributing to an effective team with very high standards, then we would be delighted to receive your application.

Thank you again for your interest and we look forward to hearing from you.



*Kay Willett*  
*Chief Executive Officer*

## Digital Strategy & Network Manager

**Grade:** 13

**Contract Type:** Full time, permanent

**Annual Salary:** £45,495 - £48,587 per annum (*dependent on experience*)

**Start date:** January 2023

The Gallery Trust is a leading special Multi Academy Trust, seeking to recruit a Digital Strategy & Network Manager to work across the Trust.

This is a new role which requires an exceptional individual to own and drive the delivery of a digital strategy that improves the outcomes of our pupils and the development and wellbeing of our staff. The role will design, articulate, and deliver a digital strategy that is in line with the Trust's values, key educational priorities and continued growth plans.

The successful post holder will be a digital expert, with a dynamic and solution driven approach to creative IT. They will be skilled in building strong, effective working relationships cross functionally in order to create IT networks for our new schools as they are incorporated into the Trust. The successful post holder will also be able to demonstrate the following:

- Extensive strategic and operational experience in IT and digital transformation
- Ability to translate strategic direction into achievable objectives and plans
- Evidence of implementing an IT and digital strategy with change management and effective engagement strategies
- Strong project management skills, with effective leadership using standard digital collaboration tools
- Knowledge of creating IT networks for new entities e.g. brand new schools
- Experience of procuring IT services which can be tailored to individual school needs
- An understanding of the current educational context, and tools and technology used by schools and teachers
- The ability to develop their own understanding of how technology can be used to improve the lives of children and young people who have special educational needs
- Strong communication skills with the ability to influence stakeholders using logic and data
- Ability to work effectively within a team and develop strong relationships with colleagues in various partner teams, at all levels of the Trust

The Digital Strategy & Network Manager will be based at our Trust offices Northern House Academy but will be required to travel to all of our school sites throughout Oxfordshire and may sometimes be deployed across the Trust in response to need, on short term or long-term placements. The post holder is required to hold a full driving licence and have access to a vehicle for travel.

## **Benefits of working at The Gallery Trust include:**

### **Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Generous public sector occupational sick pay
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

### **Wellbeing**

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff which increases to reflect length of service
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

### **Facilities**

- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

## Application process

To apply for this post please download an application form from our website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk) or email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) to request one.

Please submit your application form via email to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or by post. The closing date for the receipt of completed applications is **12:00 Friday 25<sup>th</sup> November 2022**.

Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, Enhanced Disclosure and Barring Check, and other appropriate checks relevant to the role. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.



# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. The majority of students attending a SEND provision in the county are educated in a Trust establishment.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

# **JOB DESCRIPTION**

## **Digital Strategy & Network Manager**

**Grade:** Green Book G13

### **Job purpose:**

To develop and implement a digital strategy in line with the Trust's values, objectives and educational priorities, across all schools and the central service team, working with senior leaders to improve outcomes for pupils lives and the working environment for all Trust staff. This includes:

- Providing expert knowledge and experience in digital and IT tools across the Trust
- Creating and supporting an environment of digital innovation and best practice, ensuring the use of technologies for the benefit of all staff and students
- Ensure the successful delivery of the digital strategy and effective management of our IT portfolio through management of resources, projects and risks
- Taking a lead role in developing and implementing policies and practice surrounding IT and technology throughout the Trust
- Ensuring that current research informs best practice and drives innovative solutions.

### **Introduction:**

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Chief Operating Officer. The Chief Operating Officer or other Trust Director if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at Work policy and the Dignity at Work policy.

### **Responsibilities:**

#### **Digital Transformation & Strategy**

- Develop, manage, monitor, and implement the Trust's digital strategy in line with organisational values, objectives, and priorities, ensuring it is in line with each academy's Raising Achievement Plan
- Develop programmes to implement transformational change which will enable the organisation to deliver high-quality education, ensuring all services are efficient, highly effective, and end-user focused to deliver the curriculum

- Create and support an environment of digital innovation and best practice, with a focus on information technology and digital solutions that improve learning and outcomes for all students
- Review existing digital capabilities and make recommendations for embedding an improved digital culture
- To work with curriculum leads to understand the Trust's educational strategy and ensure this is reflected and supported by developments in digital strategy.
- Work with the Directors of Education as lead project manager for the design and overhaul of The Gallery Trust website, including creation of a secure central portal for all staff
- Ensure up to date knowledge of developments in EdTech and the wider ICT industry to identify opportunities, through meetings, media, forums, conferences, and networking opportunities
- Develop and implement a user-led IT strategy which delivers growth in our engagement with staff, students, parents and external agencies
- Apply highly specialised expertise and knowledge to deliver collaborative improvements and planning to meet the requirements of the Trust
- Present complex information, data, and facts in a clear and appropriate manner to senior leaders to aid in making informed decisions
- Drive and deliver innovation and creativity in the development of digital solutions
- Provide expert advice and guidance on all aspects of digital transformation, where needed
- Encourage staff to work collaboratively and to increase the level of consistency surrounding the use of digital technologies across the Trust

### **Information Technology**

- Oversee all technology operations and evaluate them according to established goals
- Develop and introduce IT infrastructure to new schools that are opened by the Trust
- Evaluate and implement improvements to the existing IT networks of schools who join the Trust
- Evaluate and implement improvements to IT networks of schools who are already part of the Gallery Trust
- Devise and establish IT and information governance policies to support the implementation of strategies and requirements set by the Senior Executive Team and regulatory bodies
- Analyse the requirements of all schools to determine their technology needs and compatibility
- Review and advise on technology options for equipping classrooms and staff appropriately for teaching and learning
- Work with senior school leaders to agree the appropriate device mix and ratios for pupils, using this to inform purchasing priorities

- Audit pupil home access for independent learning, to create a culture where learning is accessible for all, regardless of location
- Ensure regular auditing of services, including infrastructure and hardware, staff skills and training needs. Instigate changes, as necessary, in line with findings and current best practice.

### **Service Improvement**

- Engage with, and support, senior school leaders to provide high-quality support across the Trust
- Proactive project management that ensures effective delivery on time and in full
- Establish yourself as a leader of IT across the Trust, providing digital and IT support services for all schools and internal departments
- Analyse user needs to design and implement a programme of user training on core systems used across the Trust e.g. Google Drive, Integris
- Provide analysis on the baseline performance of all IT systems

### **IT Governance, Compliance and Security**

- Be responsible for the development and implementation of a Trust cyber security strategy inclusive of social media safety
- Support the Trust's Data Protection agency with information governance, providing expert knowledge and assurance to ensure that sensitive and confidential data is managed appropriately
- Ensure that the Trust remains compliant with the requirements of information governance, GDPR and Freedom of Information working in collaboration with an existing external provider
- Ensure that business continuity plans are in place for all IT services and that these are routinely tested, with weaknesses identified and addressed in school budgets

### **Financial Management**

- Work with the Finance Manager for the drafting of the annual IT budget for the central team and each individual school
- Monitor IT expenditure to analyse and evaluate performance, manage risk and identify problem areas, to maximise efficiency and effectiveness
- Lead on the procurement of digital technology across the Trust and ensure that purchasing decisions relating to IT are consistent with the Gallery Trust's vision and priorities

### **Standards and Quality Assurance:**

- Support the aims and ethos of the Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings

- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in support staff appraisal

### **Other**

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the CEO. This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. Head Teachers must ensure that the highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and Enhanced Disclosure and Barring Check.

**SELECTION CRITERIA**  
**Digital Strategy & Network Manager**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Level 3 qualifications or equivalent</li> <li>• Qualified to work in the UK</li> <li>• Specific qualification/ training in Digital / IT</li> </ul>	<ul style="list-style-type: none"> <li>• Degree qualification</li> </ul>
Professional Experience & Knowledge	<ul style="list-style-type: none"> <li>• Strong strategic and operational experience in IT and digital transformation</li> <li>• Project management experience including change management</li> <li>• Ability to translate strategic direction into achievable objectives and plans</li> <li>• Evidence in developing and implementing an IT and digital strategy</li> <li>• Evidence of developing and delivering effective engagement strategies</li> <li>• Excellent working knowledge of Microsoft systems</li> <li>• Experience of managing budgets and procuring contractors and suppliers</li> <li>• Experience of designing and delivering training</li> <li>• Must demonstrate knowledge of cloud-based technologies and capabilities, process automation and other efficient enablers</li> <li>• Effective and persuasive communicator both verbally and in writing with proven ability to adapt own communication style to meet the audience</li> <li>• Able to deliver on deadlines, maintaining accuracy and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in an IT service within the education sector</li> <li>• Experience of having led significant changes or improvements in a school</li> <li>• Experience of working with School Management Information Systems (MIS)</li> <li>• Strong understanding of IT, digital and GDPR legislation</li> </ul>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>• Confident in inspiring others to drive change</li> <li>• Creative and resourceful with the ability to influence others</li> </ul>	

	<ul style="list-style-type: none"><li>• Passionate about learning and knowledge sharing</li><li>• Able to react sensitively and professionally to unforeseen situations with a calm approach to problem solving</li><li>• Ability to maintain excellent rapport with staff, Trustees, and local governors of the Trust</li><li>• Able to demonstrate a dedicated approach to the quality of IT and digital support a constructive and efficient way</li><li>• A high degree of personal integrity, confidentiality, and honesty</li><li>• Strong commitment to raising standards</li><li>• High expectations of self and others</li><li>• Ability to remain positive and enthusiastic, including when under pressure</li><li>• Excellent interpersonal and communication skills</li><li>• Dedication to improving the lives of children and young people</li></ul>	
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Your application should clearly demonstrate how well you meet the above key criteria.

November 2022