

# Job Description & Person Specification

## Digital Learning Lead

<b>Job Title:</b>	Digital Learning Lead
<b>Scale:</b>	Scale 8
<b>Responsible to:</b>	IT Director
<b>Responsible for:</b>	To lead and support the development of digital learning across the Trust

<b>Job Purpose:</b>	<p>To lead and support the development of digital learning, EdTech, and AI-enhanced practice across the Trust. The Digital Learning Lead empowers staff and students to use technology confidently and effectively to improve teaching, learning, assessment, accessibility, and operational efficiency.</p> <p><b>Please note:</b> This is not a teaching role and not an IT technician role.</p>
<b>Duties &amp; Responsibilities:</b>	<p><b>Digital Learning &amp; EdTech Adoption</b></p> <ul style="list-style-type: none"> <li>• Lead the adoption and effective use of Office 365 applications.</li> <li>• Promote and support use of AI tools, including Microsoft Copilot and subject-appropriate educational AI.</li> <li>• Ensure digital approaches support inclusion and accessibility.</li> </ul> <p><b>CPD for Staff and Students</b></p> <ul style="list-style-type: none"> <li>• Design and deliver/support Trust-wide CPD on digital literacy, EdTech, and AI.</li> <li>• Develop differentiated CPD pathways for varying confidence levels.</li> <li>• Produce digital training materials, videos, guides, and documentation.</li> <li>• Support schools in running CPD sessions.</li> </ul> <p><b>Innovation, Pilots &amp; Evidence-Based Practice</b></p> <ul style="list-style-type: none"> <li>• Lead and evaluate pilot projects for new EdTech or AI tools.</li> <li>• Produce case studies, showcase lessons, and best-practice resources.</li> </ul> <p><b>School-Level Support &amp; Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Meet with Headteachers, SLT members, and curriculum leaders to understand local needs.</li> <li>• Provide coaching, guidance, and responsive support for digital and AI queries.</li> </ul> <p><b>Collaboration with IT Managers &amp; the IT Director</b></p> <ul style="list-style-type: none"> <li>• Work with IT Managers to coordinate technology rollouts.</li> <li>• Provide classroom-centred insights to inform procurement and deployment.</li> <li>• Support Trust digital and AI initiatives in collaboration with the IT Director.</li> </ul> <p><b>AI Leadership &amp; Strategic Influence</b></p> <ul style="list-style-type: none"> <li>• Serve as an active member of the AI Leadership Group.</li> </ul>

	<ul style="list-style-type: none"> <li>Promote safe, ethical, and evidence-informed AI use.</li> <li>Develop AI literacy resources for the Trust community.</li> </ul> <p><b>Out-of-Hours Flexibility</b></p> <ul style="list-style-type: none"> <li>Occasional out-of-hours work may be required for staff and parent CPD sessions.</li> <li>Flexibility is essential; TOIL arrangements will be provided where appropriate.</li> </ul> <p><b>Digital Literacy, Enhancement &amp; Technology Review</b></p> <ul style="list-style-type: none"> <li>Promote digital literacy across staff, students, and parents.</li> <li>Identify where additional support or intervention is needed.</li> <li>Review and assess technologies to determine where updates, improvements, or replacements are required.</li> <li>Advise schools on replacements or upgrades aligned with educational needs.</li> <li>Work closely with IT Managers and the IT Director to ensure balanced, cost-effective decisions.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li> <li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li> <li>Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li> <li>Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li> </ul>

**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Qualities</b>	<b>Essential/ Desirable</b>
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
Knowledge & Experience	Experience supporting staff in digital teaching and learning	E
	CPD design and delivery experience.	E
	Experience supporting rollout of EdTech or digital systems.	E
	Ability to troubleshoot and research answers to digital and AI queries.	E
	Experience collaborating with IT teams	E
	Experience in a multi-school or Trust environment.	D

	Experience advising SLT on digital strategy.	D
	Experience leading or evaluating technology pilots.	D
	Understanding of digital pedagogy, AI in education, and classroom technologies.	E
	Awareness of accessibility tools and inclusive digital practice.	E
	Understanding of safeguarding, online safety, and ethical AI.	D
Skills and attributes	Excellent communication and presentation skills.	E
	Ability to simplify digital concepts for non-technical users.	E
	Strong organisational and project-management capability.	E
	Ability to build positive relationships with staff, SLT and IT teams.	E
	Creative problem-solving and resource creation skills.	E
	Ability to produce video tutorials or microlearning resources.	D
Personal qualities	Approachable, patient, and supportive.	E
	Proactive, innovative, and reflective.	E
	Passionate about technology-enhanced learning.	E
	Committed to safe and effective digital and AI use.	E
	Willing to travel across Trust schools and support occasional out-of-hours CPD	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated March 2026.