STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ED TECH AND AI LEAD

JOB DESCRIPTION

JOB PURPOSE

To support the development and implementation of a comprehensive EdTech and AI learning strategy and delivery plan aligned with the Trust's vision and educational goals.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1.   Main Duties

1.1   Collaborate and build relationships with school leaders and IT staff to understand requirements, to ensure technology effectively supports teaching, learning, and administration across Trust schools.

1.2   Collaborate and build relationships with the Trust's Primary and Secondary Curriculum Teams and the Teaching and Learning Team to understand requirements, to integrate educational technology and AI solutions that enhance and support the Trust's learning model.

1.3   Create a comprehensive EdTech portal/Digital Hub for our schools to provide staff with training materials, resources, and documentation to assist in the adoption of new technologies.

1.4   Audit, approve and rationalise educational software used across Star to support a curriculum-based technology standards catalogue for schools.

1.5   Work with Trust's Star Talent Academy and school CPD Leads to design and deliver digital professional development programmes to enable effective use of technology.

1.6   Run 1 to 1, group, and Trust wide technology training sessions delivered personally and/or with external trainers when needed.

1.7   Provide training and support to staff and students on the use of Ed Tech and AI tools.

1.8   Utilise relevant Trust wide teaching and learning and subject leader networks to facilitate collaboration and sharing of EdTech innovation and best practice.

1.9   Collaborate with the Trust's IT and Safeguarding Teams to develop and implement a Trust-wide cybersecurity awareness program aimed at educating staff, students, and administrators on best practices for digital safety.

1.10   Lead and manage Ed Tech and AI learning projects from conception to completion.

1.11   Seek to implement digital solutions to support accessibility needs, workload, and wellbeing.

1.12   Support the development of the Trust's Virtual Teacher Programme.

1.13   Visit schools to support their use of technology in the classroom.

1.14   Lead and support the trust's participation in the AI in Schools Initiative.

1.15 Build relationships with Microsoft and other strategic partners to support Trust vision of technology in schools.

1.16 Collaborate with external companies and partners to implement new ed tech solutions in trust schools.

1.17 Pilot new technologies and evaluate their effectiveness before wider implementation.

1.18 Monitor the impact and usage of EdTech/AI initiatives and platforms on student outcomes, teaching practices, and administrative efficiency.

1.19 Provide an educator's perspective on IT projects to ensure value add for education users.

1.20 Collect and analyse data to assess the effectiveness of the Trust's EdTech and AI learning strategy, making recommendations as needed.

1.21 Stay informed about emerging EdTech trends and best practices, promoting knowledge sharing within the Trust and across network of partner trusts.

1.22 Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

1.23 Undertake any duties, consistent with this position, which might, from time-to-time, be assigned by the Chief Education Officer, or the Chief Executive.

2. Other Responsibilities

2.1 Promote the trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

2.2 Champion the trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

2.3 Contribute to the wider life of the trust and the Star community.

2.4 Carry out any such duties as may be reasonably required by the trust.

3. Records Management

3.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by: App Form	Assessed by: Interview / Task
QUALIFICATIONS				
1.	1st degree (2:1 or better) or equivalent.	**E**	✓	
2.	Qualified Teacher Status.	**E**	✓	
3.	Advanced certifications in AI or educational technology.	**D**	✓	
EXPERIENCE				
4	Experience of working in leadership in an educational setting.	**E**	✓	✓
5.	Improving outcomes through Ed-Tech solutions.	**E**	✓	✓
6.	Proven experience in leading and implementing educational technology initiatives in schools.	**E**	✓	✓
7.	Experience with AI applications in education, such as adaptive learning technologies, data analytics, and AI-driven educational tools.	**E**	✓	✓
8.	Working effectively with teachers, middle leaders and senior leaders to maximise the use of technology.	**E**	✓	✓
9.	Effective contribution to technology enhanced learning project development, implementation and evaluation.	**E**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	A record of exceptional teaching.	**E**	✓	✓
11.	Strong understanding of current and emerging educational technologies and AI trends.	**E**	✓	✓
12.	Knowledge of cybersecurity and data privacy issues related to educational technology.	**D**	✓	✓

No	CATEGORIES	Essential/ Desirable	App Form	Interview / Task
			Assessed by:	
13.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓
14.	Ed-tech Project planning, implementation and evaluation skills.	E	✓	✓
15.	Ability to design appropriate training and development sessions on Edtech systems and processes.	E	✓	✓
16.	Proficiency in relevant software and tools, such as learning management systems (LMS), AI platforms, and data analysis tools.	E	✓	✓
17.	Effective team working to deliver enhancements to edtech systems and processes.	E	✓	✓
18.	Able to engage and inspire others to make effective use of Edtech systems and processes.	E	✓	✓
19.	Ability to develop, maintain and nurture positive professional relationships and work effectively with staff of varying experience.	E	✓	✓
20.	Ability to write concise and accessible reports.	E	✓	✓
PERSONAL QUALITIES				
21.	Commitment to working outside school hours as required, including during weekends and evenings.	E	✓	✓
22.	Willingness to undertake some travel as part of role.	E	✓	✓
23.	Highly organised, diligent, literate and articulate.	E	✓	✓
24.	High level of professional and personal integrity.	E	✓	✓
25.	Personal resilience, persistence and perseverance.	E	✓	✓
26.	A passionate belief in the trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.'	E	✓	✓
27.	A strong commitment to the trust's value of 'Service.'	E	✓	✓
28.	A strong commitment to the trust's value of 'Teamwork.'	E	✓	✓
29.	A strong commitment to the trust's value of 'Ambition.'	E	✓	✓

No	CATEGORIES	Essential/ Desirable	App Form	Interview / Task
			Assessed by:	
30.	A strong commitment to the trust's value of 'Respect.'	E	✓	✓
31.	Commitment to support the trust's agenda for safeguarding and equality and diversity.	E	✓	✓
32.	Sympathetic to and supportive of the mixed multi-academy trust model and ethos of the establishment.	E	✓	✓