

POST TITLE: Education Technology Manager	GRADE: 8
RESPONSIBLE TO: Director of Digital Innovation	
DATE: April 2026	

Direct Reports No direct reports

Key liaisons Digital Team (IT Services, Data and AI)
School Improvement Team
School headteachers and their leadership teams
Professional service team leaders

Hours of Work 0.8 FTE (29.6 hours) – All year round

Purpose of Role

The Education Technology Manager will

Key Responsibilities

1. Oversight of Core Systems

- Work alongside the Director of Digital Innovation to define the core systems being used across the Futura Learning Partnership, aligning with organisational goals for teaching & learning, operations and compliance.
- Appraise systems in use in the Trust, and available from third-part providers in the EdTech space, to ensure that the Trust is achieving value for money from all of the tools that it uses.
- Chair the Core Systems Committee, responsible for periodic reviews of all core systems, including evidence gathering on system effectiveness from stakeholders.
- Present on the case for change for core systems to the Executive Team or School Improvement Team when required.
- Lead the procurement of core systems.

2. Core Systems uptake and training

- Lead sessions at the Leadership Forum on the core systems in use across the Trust, ensuring that all senior staff are aware of how to get the most from all of the systems in use.
- Monitor the use of core systems across the Trust, identifying where opportunities are being missed or where full functionality is not being adopted.
- Run school-based training, as required, with staff as they adopt new systems or to help them to make full use of each system.

3. Curriculum Software

- Lead the curriculum software committee which reviews the most highly used software for teaching and learning and run optional training sessions with staff across the Trust on the software that is having the most impact on students' progress
- Act as the point of contact for school leaders looking to adopt a new piece of curriculum software, including liaising with staff across the Trust who may be using alternative software to achieve equivalent objectives

Education Technology Manager

Job description and Personal Specification

- Work alongside the compliance team to ensure that all curriculum software in use has gone through the appropriate compliance checks.

4. Digital Vanguard

- Play an active role in the Futura 'Digital Vanguard' – a team of AI and EdTech professionals who support the adoption of innovative tools to advance the education of students in the Trust – including piloting AI tools and working directly with colleagues on core systems or EdTech software which use AI.
- Support EdTech in the classroom (if appropriate) by demonstrating how digital tools can enhance the teaching and learning approaches used in both the primary and secondary phase.

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Education Technology Manager	
Qualifications and Knowledge	
Educated to Level 3 (A Level or equivalent)	Essential
Substantial knowledge and experience with the software and systems used by staff across the education system	Essential
Experience of using a range of EdTech tools to support children to make academic progress	Essential
Experience of working in an EdTech company	Desirable
Educated to degree level	Desirable
Qualified Teacher Status with experience of teaching full time for at least two years	Desirable
Experience of programme and / or project management	Desirable
Experience	
Experience in project planning and execution.	Essential
Experience in the appraisal of digital tools designed to facilitate education.	Desirable
Experience of leading meetings and running training with groups of experienced professionals.	Essential
Experience and understanding of the state education sector.	Essential
Experience of winning the confidence of stakeholders across a disparate workforce.	Desirable
Experience in the procurement of services for a public sector employer.	Desirable
Skills and attributes	
Ability to work independently to deliver a change agenda across a large and disparate community.	Essential
Ability to influence and win the trust of diverse stakeholder groups at all levels within the organisation.	Essential
Outstanding communication skills, with abilities including consensus-building, facilitation and professionally challenging leadership colleagues.	Essential
Ability to keep up to date with developments and trends in education technology, and issues affecting the wider education environment, and analyse the potential impact.	Essential