



## RECRUITMENT PACK

### HEAD OF IT



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## ***Welcome from the Executive Head Teacher***

Dear candidates

Thank you for your interest in Claremont High School. I am delighted you are considering being a part of our School. Claremont High school founded in 1930 by the Middlesex County Council, and was one of a number of new schools built by the council between the wars in the rapidly developing outer suburbs of London. Claremont is now a multi-specialist school. In 2012, the school gained academy status, joining many other local schools. In the autumn term of 2017 Claremont High School Academy formed a MAT. A Multi Academy Trust (MAT) is a group of institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company.

As a member of our team, you would play a pivotal role in supporting the school to deliver an uncompromised curriculum and life enriching opportunities, together with extraordinary care and support.

As a School, we are expertly placed to enable our students to flourish whilst also ensuring they are well equipped to understand and meet the challenges they face with empathy and humility. Our staff know and understand each student to enable them to find their place in the world.

We are a very popular choice for parents / carers and currently have 1643 pupils. I am very proud of our whole school community; it is a wonderful place where everyone enjoys learning and are effectively supported to maximise their potential. Our teaching and learning staff are very committed to the children and young people and strive to bring out the very best in all of them. We work extremely hard to support all our children and young people to develop the skills they will need for the future.

Our aim quite simply is “To prepare our students to reach their full potential”. We know that we are very successful in doing this because we have students, staff and parents who are totally committed to our core values of *Excellence, Respect, Aspiration, Enjoyment* and *Perseverance*. These are the values that are celebrated and upheld across the academy so that students of all ages and abilities are able to make exceptional progress academically, socially and personally. It is the strength of these core values that has led students to make an excellent and smooth transition from their much-loved primary schools, so they achieve excellent GCSE and A Level results. This enables them to make the transition to top universities and colleges and to secure excellent professional careers in fields such as Medicine, Finance, Law, Teaching and Business. Many have achieved sporting success well beyond the school environment and others have found true excellence in performing and the visual arts.

When it comes to academic achievement, our goal is nothing short of excellence across all three of the key stages. Pupils are able to achieve excellent results because we set the highest expectations in learning and behaviour and we provide them with a broad, balanced and enriched curriculum that meets their needs and aspirations. We have a dedicated and passionate team of well qualified and highly skilled staff who provide outstanding teaching, and this is reflected by our excellent GCSE and A-Level results which remain significantly above national averages in all headline measures year on year. This was further validated by Ofsted in both 2015 and 2010 when we achieved Ofsted Outstanding gradings, an endorsement of everything we do at Claremont.

Alongside our reputation for academic excellence, we also pride ourselves on our outstanding pastoral care, providing a very positive environment in which students thrive. As each new student joins us, we take the time to build a genuine partnership between family and school. You can be sure that your child will be nurtured and enriched in a supportive and challenging academic environment.

Our team is diverse with a healthy mix of youth and experience, with relationships between staff, students, and with parents, extremely positive and caring. Key to this are our core values of respect for ourselves, our peers and our community, whilst aspiring to achieve the best we can in our relationships and our interests.

We are committed to ensuring that the talents of all students are recognised and encouraged. Students benefit from first-class facilities and an exciting range of extra-curricular activities which develop confidence and skills for lifelong learning beyond the classroom.



N. Hyde-Boughey  
Executive Headteacher

## Chrysalis Multi Academy Trust

A Multi Academy Trust (MAT) are institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company. The board of Directors is responsible for decisions relating to how each academy is run, however, each individual academy retains its own governing body and the Trust delegates some of its functions to the governing body.



### Background on our CMAT:

Chrysalis Multi Academy Trust (CMAT) was founded in 2017. It is a MAT for local schools and we have exceptionally high ambitions for anyone and everyone we work with. Currently, we have joined with Sudbury Primary School.

### CMAT 'Our Shared Vision':

High quality education is the heart of everything we do at CMAT. This is because we know that an outstanding education unlocks the potential of all learners and provides them with a wealth of opportunities regardless of their backgrounds or their individual starting points. We believe that every young person, regardless of where they came from, or their ability or personal needs is deserving of a world class education experience at CMAT. By ensuring that every young person is given this opportunity we can enable them to achieve their full potential and to prepare them to be successful in adult life and in an ever-changing world.

Quality education is the hallmark of a forward thinking and highly cohesive society.

**Excellence:** appointing the best staff who are innovative, skilled and whose enthusiasm for facing the challenges of education in the 21st century is unparalleled, and to continue to provide opportunities for continuous professional development for all our staff.

**Responsibility:** provide a safe and secure environment where individual learners thrive as confident, independent citizens, who are accountable and reflective about their actions and decisions.

**Respect:** fostering genuine community cohesion and a set of traditional values based on discipline, respect and compassion, where we value the unique contributions of parents and carers and the wider community.

**Aspiration:** providing a broad, balanced and challenging curriculum through innovative and quality teaching, strengthened by our exciting and all-inclusive approach enabling us to be at the forefront of educational development.

**Perseverance:** providing challenging and rigorous standards of academic achievement, enabling pupils to make choices for future learning based on a range of academic and applied skills.

At CMAT we ensure that all of our learners know and understand the values that they bring to their success and the added value that is brought by others. In this way we strive to create a learning community that is built upon the foundations of fairness, cohesiveness, challenge and resilience, productivity and innovation.

We expect learners of CMAT to be confident to compete with their local, national and international peers.

Underpinning our vision and mission statement are our core values which have been defined by all of our staff and governors and which capture the values of all of our schools: Excellence, Responsibility, Respect, Aspiration and Perseverance. These expectations underpin everything we do and we are very excited to work with our partners who share this ethos.

#### **Six key principles of the CMAT:**

**Equity:** Total commitment to working together to improve the life chances of all learners through high expectations of the performance for all

**Learning:** High quality teaching and learning for all key stages

**Leadership:** Rigorous leadership that has an impact at all levels

**Curriculum:** Positive growth mindset so that we are consistently developing, achieving strength through challenge, and creating opportunities for all

**Professional Development:** High quality training and professional development for staff and governors

**Communication:** Positive professional relationships between all staff and all stakeholders.





CMAT SCHOOLS



## Our primary school

### Sudbury Primary School



Our Vision at Sudbury Primary School; *'Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning,'* reflects our aspiration for our pupils to work together and be the best that they can be, this applies to every pupil who attends our school.

The school values: Respect, Responsibility, Honesty, Kindness & Courage are celebrated and upheld across the school so that pupils of all ages enjoy learning and developing the skills they need to achieve even more success through their transition to high school.



Our modern, world-class learning environment is exceptional, this enables the school to provide an outstanding Music and Computing Suite, an exclusive Drama Studio, a well-resourced Library, and a Nature Garden to name just a few.

Teaching and learning at Sudbury is outstanding, and this is something that we are very proud of. It is this that makes such a difference to the engagement and success of all our learners and ensures that we can provide a first-class education for all.



## Whole School Vision

*Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning.*





## What we offer...

Thank you for your interest in working for Claremont High school Academy and considering us as your potential new employer.

Claremont High school Academy is a values driven organisation and our values are at the heart of everything we do - **Excellence, Respect, Aspiration, Enjoyment and Perseverance.**

We focus on recruiting people who are aligned to our core values as we know that this is the foundation of success for our academies and our students.

Our staff really matter to us; our expectations are high and we expect staff to support our vision and live by our core values and behaviours, but in return we believe in personal and professional development and a culture where staff are recognised and valued for their commitment and dedication. There are many career opportunities for new and existing staff who demonstrate inspiration and dedication to shaping future generations.

If you are looking for a meaningful and rewarding role and would like to make a difference, we look forward to hearing from you.

### What can we offer:

At Claremont we offer;

- Competitive salary
- CPD for all staff
- A supportive Senior Leadership Team who consider staff well-being
- A supportive Trainee and NQT program
- A friendly working environment
- Occupation Health
- Free access to a confidential 24/7 Employee Assistance Programme (EAP) provided through CEFM
- Great employer pension scheme (Teachers Pension Scheme and Local Government Pension Scheme)
- Union recognition
- The opportunity to develop your career within and across the Trust Schools

We strongly encourage suitably qualified applicants from all backgrounds to apply to join us to help us meet our aspirations of being a fully inclusive workplace where diversity is celebrated.

Claremont High school Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.



**HEAD OF IT**  
**Responsible to: Chief Financial Officer**  
**Salary Scale Range from PO5 Point 41 (£47,573) to**  
**PO6 Point 47 (£53,696)**  
**(depending on experience)**

An exciting opportunity has arisen for a Trust Head of IT working with the Chief Financial Officer to be responsible for developing and implementing the Trust's IT Strategy and Vision.

We are looking for an experienced Head of IT to start with Chrysalis Multi Academy Trust as soon as possible to oversee the IT operations across the Trust. You'll be responsible for managing employees within the IT department, liaising with other departments to ascertain their technological requirements, and developing solutions that are aligned with our Trust's objectives.

To be successful as Head of IT, you should have an excellent technical aptitude, as well as superior project and people management skills.

Prospective applicants are invited to visit the Academy. Please contact the Ms Panchal to make an appointment.

To apply please refer to the job description on the school's website [www.claremont-high.org.uk](http://www.claremont-high.org.uk)

1. Complete the school's application form.
2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of this role.

**PLEASE SEND APPLICATIONS BY EMAIL FAO:-**  
**Daxa Panchal (PA to Executive Headteacher)**

**Email: [recruitment@claremont-high.org.uk](mailto:recruitment@claremont-high.org.uk) / [admin@claremont-high.org.uk](mailto:admin@claremont-high.org.uk)**

**Closing Date: Friday 3<sup>rd</sup> March 2023 by 12pm**

*Note: The job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 & 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.*

*If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.*

Chrysalis Multi Academy Trust is an Equal Opportunities Employer.

We are committed to safer recruitment practice and pre-employment checks, including publicly available online checks in accordance with KCSIE guidance, will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our schools' community.

We reserve the right to appoint a suitable candidate prior to the deadline.

## TRUST HEAD OF IT

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of IT - Full Time</b>
<b>Responsible to:</b>	<b>Chief Financial Officer</b>
<b>Responsible for:</b>	<b>Trust IT Staff</b>
<b>Salary Scale Range</b>	<b>PO5 Point 41 (£47,573) to PO6 Point 47 (£53,696) (depending on experience)</b>
<b>Hours:</b>	<b>Full Time 35 hours per week, 52 weeks a year</b>
<b>Liaison With:</b>	<b>Executive Head Teacher, Central Team, Trustees, Head Teachers/Heads of School, IT Board, Teaching &amp; Support Staff, External Agencies and Suppliers</b>
<b>Location:</b>	<b>All schools across the trust</b>

### KEY ROLE:

The Trust Head of IT is responsible for:

- Working with the Chief Financial Officer to be responsible for developing and implementing the Trust's IT Strategy and Vision
- Producing an annual Business Plan which clearly identifies service priorities and performance measures that link with the achievement of the Trust objectives.
- Manage the IT resources of the Trust and its network.
- To act as a focal point for the Trust on IT support procedures and infrastructure development and ensure effective IT provision across all Trust schools.
- The line management of all IT staff, where applicable, including their induction, training and performance management.
- Ensuring that Health and Safety requirements, GDPR requirements and other relevant regulations are in place and adhered to.
- Identifying and prioritising risks relating to the IT Service and implement mitigating controls.
- Contributing to the development of Trust policies relating to IT and procedures to ensure continuous improvement in services.
- Lead on Cyber Security across the Trust to ensure the integrity of the Trust's electronically held information by performing regular reviews and testing of backup solutions, disaster recovery, planning and input into the Trust Business Continuity Plan and schools' Cyber Response Plans.
- Contribute to effective IT procurement projects, providing technical expertise and supplier contract monitoring.
- Manage and maintain communication and user base requirements.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **IT Strategy & Development**

- To input into the development of individual school IT development plans to support teaching & learning, ensuring consistency in approach and alignment to the Trust IT Vision.
- Develop and project manage IT strategically across the Trust to achieve a safe and efficient IT environment for staff and pupils in liaison with the Chief Financial Officer and the Data Protection Officer.
- Provide training aids to staff on cyber security risks, assist with recording, monitoring and reporting on data breaches and near misses.
- Devise and establish IT policies and systems to support teaching and learning strategies established by senior leaders. Support the enforcement of these policies.
- Strongly promote innovation in IT, by keeping up to date with the most recent technologies and advising on how new technological solutions and their implementation will support the teaching and learning needs of the Trust and individual schools.
- Monitor and review the types and amounts of system use.
- Attend relevant meetings where the IT service is discussed and input is required.
- Leadership development of IT team.
- eSafety - implement policies and procedures regarding data protection, internet use, email and the security of IT.
- Where opportunities exist, seek external funding to advance innovation in IT.
- Formulate the Trust's IT Strategy.

### **Resource Management**

- In liaison with the Chief Financial Officer, develop proposals for delivering collaborative procurement of both software and hardware across the Trust, to deliver both cost and service efficiencies.
- Negotiate with suppliers of hardware and software to get the best deal, including external support, and being responsible for contracting consultants and service level agreements.
- Ensure that legal and contractual obligations relating to IT resources, software licensing, systems and services are met.
- Manage and implement the installation all new computer software as required, enabling the delivery of IT to all operational areas.
- Ensure adherence to the Trust policy on asset disposal including data disposal.
- Liaise with external engineers and manage external contracts as appropriate.

### Development and maintenance of technical systems

- Ensure all Trust IT systems are fully operational at all times.
- Advise the Central Team on the implementation of IT policies and procedures.
- In liaison with the Chief Financial Officer, design, implement, monitor and review school procedures for managing and recording installations and configuration changes.
- Advise on compatibility of hardware, applications and financial systems, according to user requirements.
- Support the infrastructure that underpins the Trust's Management Information Systems, primarily SIMS.net and any other related school systems.
- Identify problems and ensure their prompt resolution, advising the Chief Financial Officer of issues, potential improvements and projected developments.
- Manage the effective development of the Trust's information communications networks including the Trust's website in liaison with the Chief Financial Officer.
- Responsible for ensuring robust and GDPR compliant system and data back-up procedures are in place in each Academy and are tested regularly.
- Responsible for the integrity and security of all Trust IT systems, ensuring appropriate anti-virus software is deployed to minimise the risk of data and system loss and/or corruption.
- Provide expert advice and support when systems are being upgraded or installed.
- Ensure IT systems adhere to the principles of GDPR and guidance from the Information Commissioner's Office.
- Maintain an up-to-date database of IT licences and contracts across the Trust to ensure the Trust is meeting its legal obligations.

### Developing expertise of others

- Conduct training on appropriate use of IT resources.
- Support staff with IT related problems.
- Produce reports on request for management purposes.
- Advise the Central Team on possible training activities.
- Hold training sessions for both IT support staff and end users on trust technologies based on the requirements of the trust.
- Undertake available training opportunities and demonstrate a commitment to continuous development.

### Staff Management

- To organise and monitor the workloads of IT technicians to meet school needs including cover for absences, delegating tasks appropriately.
- To line manage the Trust's IT staff, carrying out annual appraisals and advising the Chief Financial Officer on any specific training needs.
- To be involved with the recruitment of IT technicians or apprentices when required.



### General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To collate information, statistics and prepare reports as required by the Chief Financial Officer, Executive Head Teacher, IT Board and Trust Board.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed. To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.
- To undertake any other duties and responsibilities as may reasonably be expected

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>❖ 5 GCSEs including English and Maths</li> <li>❖ High level of literacy and numeracy</li> <li>❖ Ownership and commitment to continuous learning and development</li> </ul>	<ul style="list-style-type: none"> <li>❖ Recognised IT Qualifications</li> <li>❖ Project Management</li> <li>❖ Knowledge of school Application</li> <li>❖ Microsoft MCSE/MCSA Certified</li> <li>❖ ITIL Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>❖ Significant experience of managing IT provision within an organisation</li> <li>❖ Proven track record of IT project management and change management</li> <li>❖ Demonstrable knowledge of current technologies and best practice including web technologies, LAN, VLAN, WAN, thin client and virtual and cloud technologies</li> <li>❖ Min 2 years successful leadership of an Infrastructure &amp; support team</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience of working within an educational context</li> <li>❖ Can evidence strong communication skills in a professional context with young people and colleagues</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>❖ Ability to prioritise work effectively</li> <li>❖ Ability to critically evaluate information</li> <li>❖ Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>❖ Ability to respond positively to and actively support Senior Management within the MAT</li> <li>❖ Experience in the line management of staff</li> <li>❖ Able to lead, develop and motivate a team of staff, delegating duties as required</li> <li>❖ Ability to work as part of a team</li> <li>❖ Experience of implementing IT security tools and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Knowledge of using Industry standard vulnerability/security tools</li> <li>❖ Knowledge of Monitoring tools</li> <li>❖ Ability to develop a successful business-like culture in the provision of the service</li> <li>❖ Proven history of delivery of complex technical school projects</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>❖ Able to maintain confidentiality in all circumstances</li> <li>❖ Proactive approach to work being responsive, empathetic and supportive to all within the school</li> <li>❖ Able to establish effective relationships with those working in and with the school</li> <li>❖ Ability to build and form good relationships with colleagues and students</li> <li>❖ Understand the importance of physical and emotional wellbeing of staff and pupils</li> <li>❖ An enthusiastic and driven approach to work with the ability to meet deadlines and ensure staff do the same through leading by example</li> </ul>	<ul style="list-style-type: none"> <li>❖ Able to contribute new ideas and ways of working</li> </ul>
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