ROLE TITLE	IT Director
CONTRACTED HOURS	37 hours a week
LOCATION	Central Trust
GRADE	Chief Officers pay scale
REPORTING TO	Deputy CEO
RESPONSIBLE FOR	Head of IT Operations and Cyber Security Lead Head of IT Operations and Infrastructure IT Service Desk Manager and Solutions Developer GDPR & Data Protection Officer

INTRODUCTION

Unity Schools Partnership is an ambitious and values-driven multi-academy trust, dedicated to delivering an outstanding education to every child in our care. With a family of over 40 primary, secondary and special schools across Suffolk, Cambridge, Norfolk, Essex and Havering, we are proud of our inclusive ethos, strong community roots and relentless pursuit of excellence.

Our ambition is through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision
- We are a family of interdependent schools with a shared ambition to transform lives
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust Values include Integrity, Inclusion and Kindness and we expect all staff and in particular those in senior roles to demonstrate these at all times.

Trust Priorities:

We believe that children's potential should not be limited – no matter what their starting point and barriers to learning. We encourage pupils to strive constantly to gain independent learning

skills and have the courage to take risks and develop personal responsibility in order to make a successful transition to adulthood.

The collaboration amongst our family of schools, the Central Team structure and our expert advisers helps our teachers and schools to 'smash through barriers'. To this end, our focus is on school improvement for all pupils, with specific support for pupils with SEND and pupils from disadvantaged backgrounds.

JOB PURPOSE

IT

1. To provide strategic leadership across all aspects of IT; the remit spans the range of schools within the Trust and central team.
2. Effectively prioritise IT expenditure and ensure value for money.
3. High-level strategic planning and operational delivery for IT service delivery and strategic direction, with continuous review to meet evolving and emerging IT needs. Delivering change initiatives, capital projects, contract negotiations and consistency across the Trust.
4. To provide leadership to the IT team ensuring ongoing professional development and growth of a team that supports the organisation's needs.
5. To work closely with the Executive Team, the school Head Teachers, Central support colleagues, teaching and other managers across the Trust to understand their technology requirements and develop and deliver IT services and solutions that enhance Trust performance.
6. Ensure the trust approach to IT, digital and information management continually responds to the changing external landscape.
7. To develop, direct and be responsible for the implementation of IT strategy and vision, translating this into actionable goals that link and align with the Trust goals, ensuring a positive impact on teaching and learning.
8. To work with education leads to develop and implement a digital strategy, utilising digital tools to enhance efficiency and improve teaching and learning. Aligning technology with Trust goals while fostering a culture of innovation and gaining stakeholder buy in. Implement a costed rolling replacement programme including recommended standard devices for staff and students.
9. Ensure AI initiatives align with the Trust's strategic goals and objectives, oversee AI related risks and provide technical leadership and guidance across AI initiatives.
10. Oversight of systems and infrastructure at all sites. Ensuring the smooth operation and reliability of the organisation's technology infrastructure. Overseeing the design, implementation and maintenance of systems, networks, servers and software. Ensuring optimal performance, scalability and security of the infrastructure (while staying updated with technological advancements). Identifying areas for improvement. Implementing strategies to enhance the organisation's overall technological capabilities.
11. To be responsible for ensuring the Trust's employees are educated about cyber security and compliance with IT policies.

Data Protection

12. To lead and manage the strategic and operational delivery of data protection and privacy compliance across the Trust, ensuring the Trust meets its statutory and regulatory obligations under the UK GDPR, Data Protection Act 2018, and associated legislation.
13. Act as the main point of contact between the Trust and the relevant data protection authorities.
14. Act as the Trust's Data Protection Officer (DPO), providing expert advice, assurance, and training to all schools and central services.
15. Develop, implement, and monitor the Trust's Data Protection Strategy and associated policies, undertaking regular security and compliance audits to ensure compliance.
16. To be responsible for ensuring the Trust's employees are educated about data protection compliance, delivering regular training as required.
17. Ensure the Trusts policies are in accordance with the relevant data protection regulations

KEY TASKS & RESPONSIBILITIES (IT)

1. Lead and manage the IT Team to achieve high levels of performance, developing a culture of personal accountability, mutual challenge and support, recognising excellence and implementing strategies that address under performance. Lead by example, fostering trust, respect and accountability among the IT team, creating a positive work environment where everyone feels motivated to contribute. Demonstrate accountability by taking responsibility for actions and decisions, both successes and failures. Setting a clear expectation for the team and fostering a culture of accountability.
2. Promote high quality recruitment and retention of staff, effective deployment of human resources and delivery of appraisals and continuing professional development schemes, in order to develop and retain outstanding staff.
3. Develop and manage the IT budget to ensure financial responsibility and identify IT driven cost saving initiatives. Make efficient use of resources and ensure the IT department effectively supports the overall goals of the Trust. Make effective use of school and IT budgets to ensure economies of scale and value for money, in particular, when purchasing IT devices. Work closely with the Digital Strategy Working Group to support decision making on Trust staff and student devices.
4. Project management of significant IT programs of change at school and Trust level. Understand the big picture, plan for the long term, and align IT project goals with Trust strategic objectives. Ensure that project teams work collaboratively and cohesively towards the same end goal keeping focus and motivation to project completion. Be adaptable, utilising problem-solving abilities, be flexible, agile and open to change, learn from experiences, and adjust plans as needed with agreement from the IT Programme Board.
5. Work with the Head of Procurement to plan and schedule in procurement of IT systems in good time ahead of renewal dates. Improve purchasing power by bulk purchasing in line with the digital strategy. Retain an understanding of the supplier's market, maintaining market knowledge. Manage relationships with IT suppliers, fostering trust relationships

with vendors to achieve better pricing and quality of services. Ensure relationships are well coordinated and managed. Manage Service Level Agreements and contract management by monitoring milestones, ensuring obligations are met, and stepping in quickly if issues arise. Ensure that negotiations are carried out within the guidance of the Finance policy and procurement regulations.

6. Oversee, monitor and improve service delivery from IT to customers across the Trust.
7. Provide updates, attend 1-1s, and take an active part in meetings as necessary to support trust and school development plans.
8. Present persuasively, as required, at Trust meetings including Board, Audit & Risk Committee, IT Programme Board, Governor's meetings, Head Teachers meetings, etc. as necessary to ensure compliance and continuous improvement.
9. Ensure all schools have a secure, reliable and cost-effective means of sharing data.
10. Ensure the provision of advice and guidance for IT use at Trust and school level.
11. Ensure a suitable maintenance program is in place and followed as required for each local system.
12. Complete regular audits of the IT infrastructure and develop a capital investment plan, and rolling replacement programme, to ensure systems are fit for purpose at all times.
13. Ensure that suitable documentation exists to support each system.
14. Ensure a license database is populated to show where efficiency / cost gains can be made.
15. Communicate proactively with key stakeholders to demonstrate the pace of progress and the range of activities being undertaken.
16. Ensure that networks and systems are secure, protecting the Trust in respect of Data Protection Act responsibilities. This includes ensuring adequate security is in place for all staff and systems.
17. Implement Cyber Essentials to ensure the greatest level of security for trust systems and data and to safeguard trust assets.
18. Develop a robust IT business continuity plan; regularly test the plan and evolve as required. Develop and implement a comprehensive cyber security strategy to protect the Trust's assets. Work with third parties to conduct a cyber security audit as part of the ongoing commitment to safeguarding digital infrastructure and improving cyber resilience across schools. Identify potential risks, develop and implement mitigation strategies, and minimise negative impacts and document in the Cyber Risk Register. Develop a Cyber Response Plan including training and testing. Take responsibility for disaster recovery and backup procedures. Undertake a continuous review of cyber security planning to take account of emerging threats. Identify the risks that are likely to adversely affect the delivery of IT within the Trust. Evaluate these risks and implement actions to prevent or mitigate them.
19. Develop and implement a suite of IT training materials for staff.

KEY TASKS & RESPONSIBILITIES (DATA PROTECTION)

20. Develop, implement, and monitor the Trust's Data Protection Strategy and associated policies.

21. Provide assurance to the Trust Board, Executive Team, and Local Governing Bodies on data protection risks and compliance.
22. Maintain expert knowledge of data protection legislation, regulatory developments, and best practices in the education sector.
23. Ensure information and advice regarding data protection is circulated to all staff regularly or as the regulations change.
24. Develop and deliver data protection training (at least) annually to all staff and new staff on induction.
25. Ensure the effective recoding of all data protection or related information requests (SARs, FOIs), ensuring compliance with the necessary regulations.
26. Ensure the effective recording of all data breaches, ensuring compliance with the necessary regulations.
27. Ensure the effective recording of all data processing activities across the Trust.
28. Monitor and report on compliance performance, incidents, and risk registers to the Executive Team and Board.
29. Liaise with external partners and service providers to ensure appropriate data sharing and compliance in contracts and SLAs.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Deputy CEO, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust.

2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff/ pupil information and the Trust's business at all times.

5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

6. Undertake any other reasonable tasks and responsibilities as requested by the Deputy CEO or Trust Executive Leadership Team which fall within the scope of the post.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Deputy CEO or Trust Executive Leadership Team.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIREABLE
KNOWLEDGE		
Qualifications	• Degree in an IT discipline or equivalent qualification or substantial proven experience operating in a medium/large size organisation. • Management qualification or substantial experience in managing teams.	• Relevant professional qualification in data protection (e.g. CIPP/E, CIPM, BCS Data Protection Practitioner).
Technical or Specialist	• Experience of leading and managing an IT service in a multi establishment organisation • Extensive knowledge and experience in the IT field including networking and infrastructure development • Knowledge of Microsoft Office suite • Knowledge of Google Workspace • Knowledge of ICT solutions for education	• Membership of a relevant body • Recognised ICT certification • Strong understanding of the UK GDPR, Data Protection Act 2018, and relevant education-related legislation (e.g. Keeping Children Safe in Education, Freedom of Information). • Demonstrable experience in a data protection leadership or DPO role, ideally within the education or public sector.
Literacy and Numeracy	• A qualification in literacy and numeracy	
Organisational	• Experience of working in an ICT senior management role • Experience of corporate planning, delivering and monitoring projects • Experience of organising tenders/bids • Experience of project management principles • Experience of budget control	• Experience of Health & Safety • Experience of writing Capital Funding Bids • Experience of developing and implementing service standards across diverse locations • Experience of reviewing/implementing policies

	• Experience of managing capital budgets relating to projects • Knowledge of the education sector	and procedures across a range of locations
MENTAL SKILLS		
Problem Solving	• Excellent organisational skills • Ability to meet deadlines	
Creativity/ new ideas	• Creative approach leading to solution focused results • Passion for learning and development	
INTERPERSONAL & COMMUNICATION SKILLS		
Caring skills	• Ability to develop positive working relationships • Approachable	
Advising / guiding	• Able to exercise judgement and refer matters as necessary • Lead and develop team members that require guidance and support	
Verbal and written	• Excellent communications skills • Accurate and diligent • Experience in report writing and presenting to a variety of audiences	
General	• Due to the requirement to visit Trust schools the post holder must have a current driving licence with the ability to travel between trust sites. • An enhanced DBS check will be required	