



**WANDLE
LEARNING
TRUST**

Appointment of Head of IT

CONTENTS

Executive Summary	3
Our academies	4
About Wandle Learning Partnership	5
Leadership and governance	8
Job description	9
Key responsibilities and accountabilities	10
Appointment process and how to apply	14



EXECUTIVE SUMMARY

Wandle Learning Trust was founded in 2018 by Mark Siswick and Christian Kingsley, the leaders of Chesterton Primary School and Chestnut Grove Academy in Wandsworth. We are now a family of four schools comprising our founder schools plus two further primaries, Ravenstone Primary School and Paxton Academy. Unique to our Trust is the strong collaboration with Wandle Learning Partnership (WLP), which is home to our Teaching School Hub, English Hub and Maths Hub and our not-for-profit phonics programme, Little Wandle Letters and Sounds Revised. Collectively we are united in the belief that there is no more important role than making a positive difference to children's lives.

Our aim is to ensure that as a result of attending an academy in the Trust, every young person will be inspired and empowered by their education. Inspired to build a purposeful and fulfilling life and empowered to make a valuable contribution to the world around them. As a Trust we believe in *Educating for life*, ensuring that our children are prepared for the next stage of their education, employment or training. Each academy will aim to achieve an outstanding judgement from OFSTED at the earliest appropriate point and be contributing to delivering world-class education within the Trust.

With growth comes complexity and the need to appoint a Head of IT. The successful candidate will be expected to bring a wealth of strategic and operational IT leadership to the role, as well as a commitment to equity of education and inclusion. Reporting to the Chief Finance and Operations Officer, the successful candidate will lead on the development of an IT strategy to support the achievement of the Trust's strategic objectives.

We're looking for someone with a demonstrable record of success in IT leadership, with a proven ability to introduce and roll out new systems and work with multi-functional teams. The candidate will be creative in their thinking and adaptable in their approach and be guided by the question that guides all of us within the Trust - 'What will the impact of my decision-making be on the outcomes and opportunities for the children and young people in our schools?'



OUR ACADEMIES



Chesterton is an Outstanding two form entry inner city primary school located in the heart of Battersea.

At Chesterton our vision is to nurture great learners. We are committed to supporting children to meet their full potential for their futures, allowing all children to shine. Everything we do is underpinned by our three school values: Pride, Resilience and Kindness. With the support of our community, we aim to provide children with the knowledge and skills needed to allow them to flourish as they grow.

Our curriculum design allows time for children to think, discuss, practise, explore and embed learning, to ensure opportunity for depth of knowledge throughout.



Chestnut Grove Academy is a high achieving, forward thinking, caring community. A tradition of academic rigour combined with creativity characterises our ethos and we feel passionately that this is a winning combination.

We are proud of our students' achievements. They are ambitious, talented and resilient and this has secured examination results which continue to go from strength to strength. We help them to achieve this through exceptionally high expectations and positive relationships.

We firmly believe that students achieve when they feel the genuine security of a community that supports learning and promotes social responsibility.



Paxton Academy is a thriving primary school in Thornton Heath.

Pupils leave us equipped with a firm grasp of key basic skills, a broad knowledge base and personal interests, shared moral values, excellent communication skills and the tools to be successful in secondary school and beyond.

In all subjects the knowledge and skills are closely focused on developing the children in ways which will equip them for lifelong learning. At Paxton pupils know that no matter your age or where you live we can all make a positive impact – whether that's through volunteering, fundraising or raising awareness for causes that matter.



Ravenstone Primary is a thriving two-form entry school in the heart of Balham, south London. We are an inclusive school, determined that all pupils, of all abilities, get the high quality of education they deserve.

As well as ensuring inclusive provision within each of our classrooms, we offer places for up to 16 children on the autistic spectrum in our specialist hub, The Hive.

High quality teaching in Reading, Writing and Mathematics underpins everything that we do so that children get the best possible start to their education journey.

Our Ravenstone entitlement ensures that every child in the school, experiences at least one external trip, one inspirational internal visit and a curriculum-themed day every term.



ABOUT WANDLE LEARNING PARTNERSHIP

Wandle Learning Partnership is the Trust's teacher and curriculum development arm, which is based with the Trust at Chesterton Primary School.

We provide strategic and operational support to our various Hubs, as well as to our not-for-profit phonics programme, Little Wandle Letters and Sounds Revised. We also offer school-to-school support and have our own menu of CPD, and events linked to local needs. You can read more about the work of Wandle Learning Partnership and its Hubs on the next page.



ABOUT WANDLE LEARNING PARTNERSHIP

EnglishHubs

Wandle at Chesterton Primary

We are one of 34 English Hubs across England appointed by the Department for Education to support schools to deliver excellent teaching in age-appropriate Systematic Synthetic Phonics (SSP), early language development and Reading for Pleasure in Reception and Year 1.

Our aim is to help schools in our 16 London boroughs to achieve excellence in early literacy teaching.



Our market-leading phonics programme has been developed in partnership with Little Sutton Primary School and other phonics and early reading experts. Built around the update (Letters and Sounds improving rates of progress 2021) and drawing on our own schools' excellent practice, Little Wandle Letters and Sounds Revised also draws on the latest research into how children learn best; how to ensure learning stays in children's long-term memory and how best to enable children to apply their learning to become highly competent readers.

Little Wandle is a not-for-profit organisation with a focus on making membership both affordable and great value for money. Our programme is now being used to teach children to learn and love to read in more than 5,000 schools in England.



Wandle Teaching School Hub is one of 87 Department for Education appointed centres of excellence for teacher training and development.

Our Teaching School Hub provides high quality professional development to teachers at all stages of their careers within the London boroughs of Wandsworth, Kingston upon Thames, Merton and Richmond upon Thames.

It is the focal point for teacher development in our region providing a golden thread of teacher professional development from ITT to Headship and working with Leading Provider UCL. We play a core role in the provision of ITT, ECF, NPQ, CPD and Appropriate Body Services. Our Hub also works closely with longstanding partners and schools, and is continuing to build links with many more schools and teacher development partners across the region.

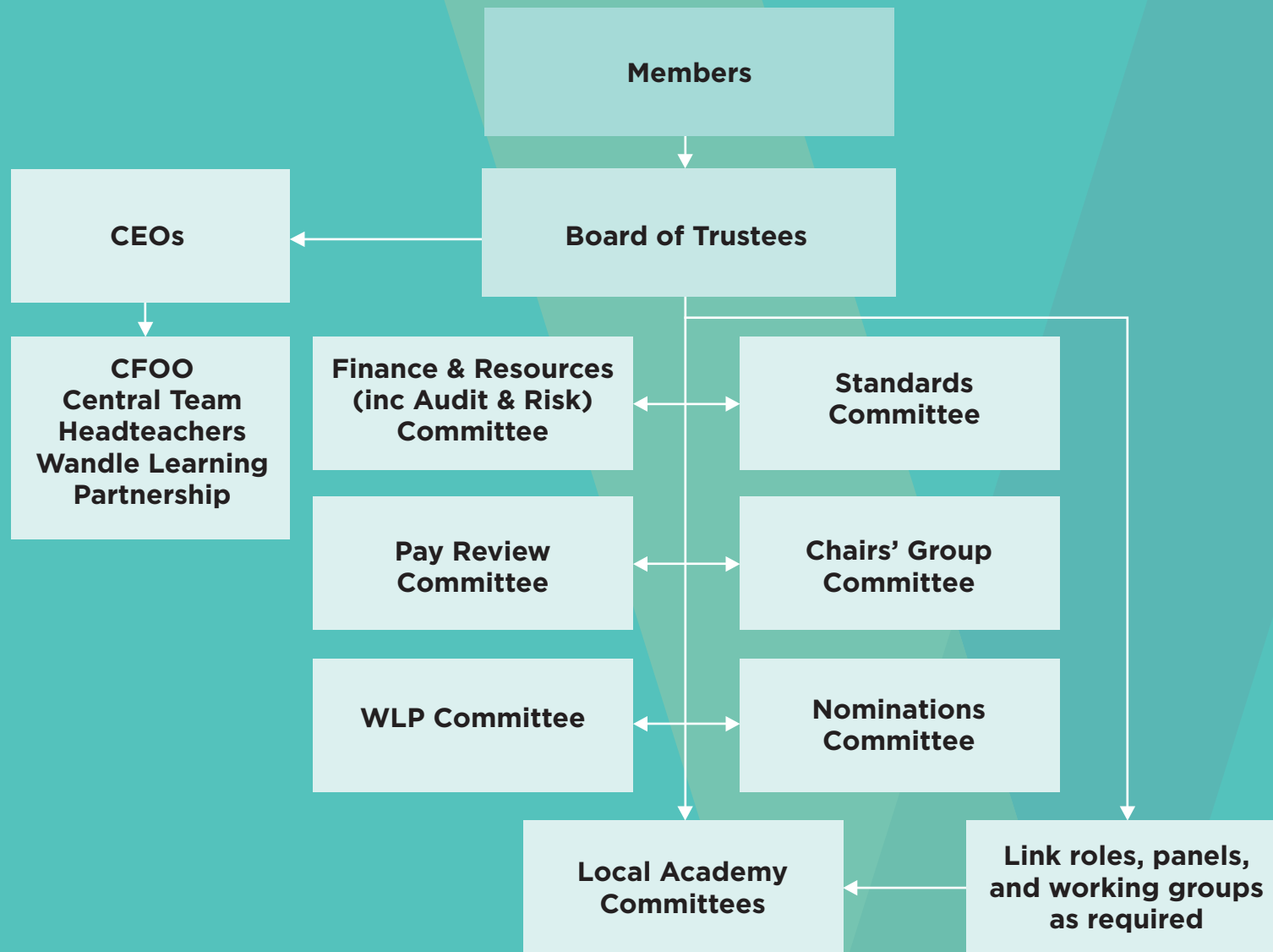


One of 40 Maths Hubs awarded across the country by the Department for Education, London South West Maths Hub aims to support schools in five London boroughs through a range of national and local projects each year.

The core purpose of the Hub is to engineer a school-based support network to develop Mastery style teaching at all levels of education. This means that Trust staff and pupils benefit from the support of consistently outstanding maths provision.



Leadership and governance structure



LEADERSHIP AND GOVERNANCE



Leadership

Wandle Learning Trust is led by its Co-CEOs, Mark Siswick and Christian Kingsley.

Mark and Christian work closely together on the strategic development and educational outcomes of Wandle Learning Trust and they also have individual responsibilities within the Trust.

Governance

The Trust is governed by a Board of Trustees chaired by Sian Mathias. Please refer to the chart on page 7 for full details of the Leadership and Governance structure.



JOB DESCRIPTION

Wandle Learning Trust is committed to safeguarding and promoting the welfare of students. We expect all staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check.

The Head of IT will work closely with the Executive Team and Trustees in developing and implementing an appropriate strategic, operational and integrated IT service that realises efficiencies in processes and work demands, and ultimately supports improved outcomes for pupils.

This is a key leadership role with a direct impact on enabling the Trust to meet its strategic objectives. It is a highly specialised 'expert' role, operating across all aspects of the Trust's operations.

The Head of IT also needs to be constantly updating their knowledge and skills in a rapidly evolving profession.

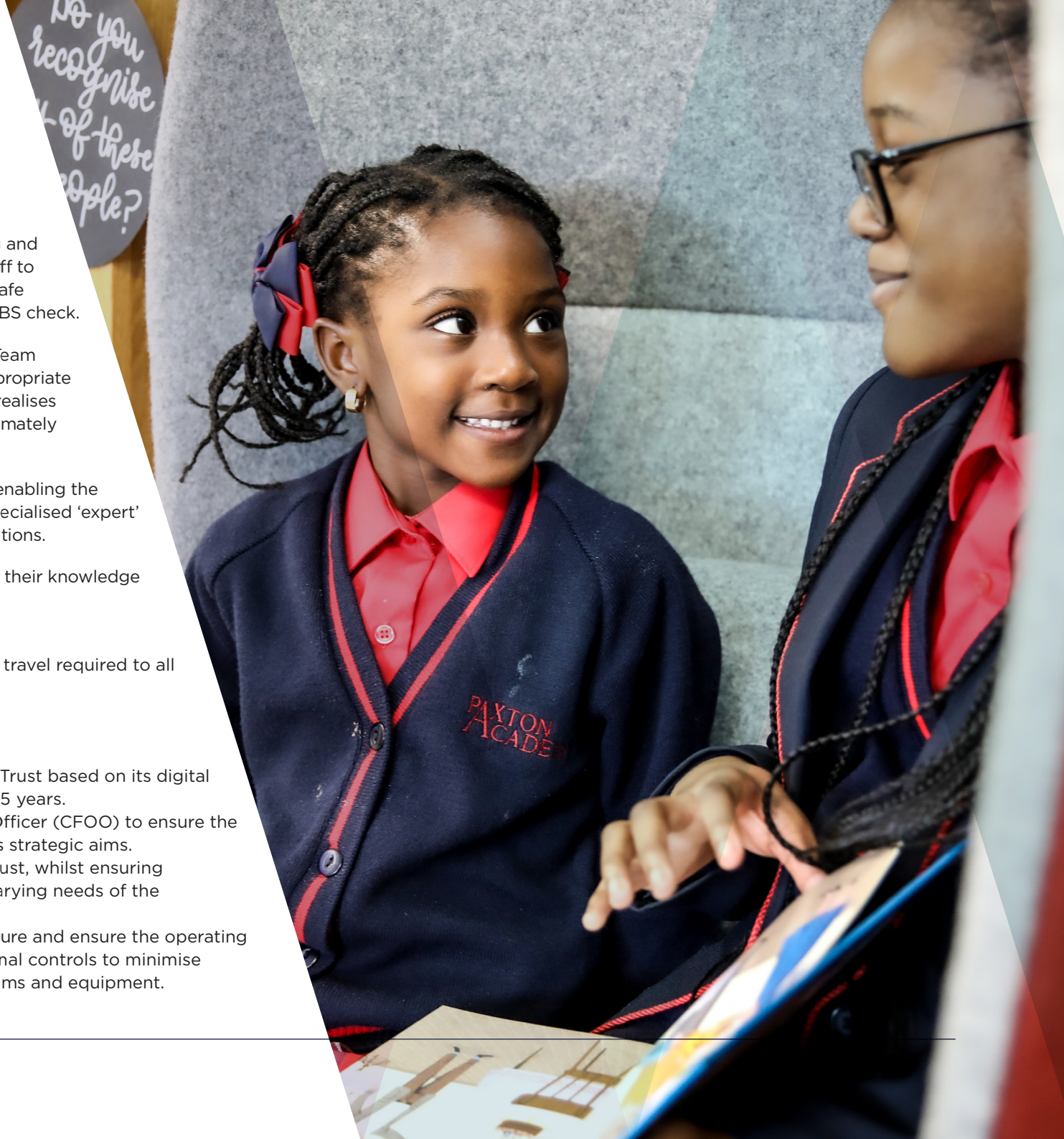
Working time: Full time

Location: Chesterton Primary School, London, with travel required to all schools within the Trust.

Reporting to: Chief Finance and Operations Officer

Main Purpose

- To develop and implement an IT strategy for the Trust based on its digital aims and operating environment over the next 3-5 years.
- To work with the Chief Finance and Operations Officer (CFOO) to ensure the IT service offer supports the Trust in achieving its strategic aims.
- To recruit, lead and manage IT staff across the Trust, whilst ensuring effective deployment of resources to meet the varying needs of the schools and central teams.
- To manage and maintain the Trust's IT infrastructure and ensure the operating environment is safe and secure, with strong internal controls to minimise unauthorised access, theft and misuse of IT systems and equipment.



Strategic Development

- To work with the Executive Team to create the IT vision for the Trust, and successfully develop and implement a strategic plan for realising the vision.
- To formulate a digital strategy for the Trust based on its digital aims and operating environment over the next 3-5 years; identifying and managing stakeholders, monitoring areas for change, minimising service disruption and measuring outcomes.



Operational Management

Service Offer

- To work with the Chief Finance and Operations Officer to ensure the IT service offer assists the Trust in achieving its strategic aims and that a consistent IT support service is delivered throughout the Trust.
- To have overall responsibility for the in-house IT helpdesk, ensuring that all requests for support are actioned in accordance with established school procedures and priorities.
- To analyse the support logs in order to produce detailed management reports and help plan future support service developments.
- To meet regularly with the leaders in each school/ Central team to receive feedback on the service provided.

Operating Environment

- To manage and maintain the Trust's IT infrastructure, ensuring it is fit-for-purpose, aligned across the Trust, compliant and adaptable to meet the growing needs of the Trust.
- To ensure the operating environment is safe and secure, with strong internal controls to minimise unauthorised access, theft and misuse of IT systems and equipment.
- To ensure effective stewardship of IT resources through regular and robust auditing, hardware management and procurement processes.
- To be responsible for managing the operational relationship with third party contracts, making sure that any issues are clearly communicated, actioned and resolved, and where applicable, Service Level Agreements are negotiated/agreed and adhered to.

Data and Security

- To assess the Trust's susceptibility to cyber security threats, ensure the IT systems are robustly protected and that mitigating procedures are maintained at all times.
- To develop, implement and communicate a plan for recovery and a programme of regular maintenance tasks to minimise the impact on IT services of a serious disaster, including the Trust's backup and virus protection policies and systems.
- To be aware of the Trust's responsibilities under the Data Protection Act/General Data Protection Regulation for the security, accuracy and relevance of personal data held on systems and ensure that all administrative and financial processes comply with this.
- To maintain up-to-date IT policies and procedures, maintenance contracts and warranties.
- To keep abreast of industry/sector advancements and ensure compliance with best practice throughout the Trust.

Leadership and Management

IT Team

- To recruit, lead and manage IT staff across the Trust, taking responsibility for supporting their personal development, linked to the Trust's appraisal cycle and IT strategy.
- To oversee and co-ordinate the day-to-day running of the school's IT support team; delegating projects, ensuring helpdesk requests are resolved in a timely manner and ensuring the effective deployment of resources to meet the varying needs of the schools and central teams.
- To monitor the effectiveness of the IT team and assess end user satisfaction with the service across the Trust.
- To evaluate the impacts and implications of decisions made, and influence the course of action accordingly.
- To work collaboratively with staff to understand their ongoing technology requirements, in order to support in the development of the IT strategy and ongoing IT operations planning and management.
- To lead on developing, embedding and managing methods of good working practices including proactive IT support to end users to ensure that a high quality, professional IT service is provided to the whole Trust.

Wider Trust Staff

- To act as technical authority for the Trust, providing advice to senior leaders on emerging technologies and potential IT growth/implications.
- To proactively work with curriculum leaders to ensure that each school's IT provision is fully supporting the latest curriculum initiatives and is adequate to meet the needs of their students.
- To support the delivery in schools of centrally managed IT projects so that IT developments are effectively implemented, monitored and evaluated.
- To make recommendations, in consultation with the Senior Leadership Team, on the most appropriate systems to implement to meet the Trust's strategic objectives.
- To lead on developing the skills of Trust staff (teaching and support) to enhance the effectiveness of IT systems.
- To effectively communicate (verbally and in writing) technical information at an appropriate level, and in a suitable style, having assessed the audience.
- To work closely with the Central team on areas where services overlap, such as estates and facilities management.



Financial Responsibilities

- To prepare an annual IT budget for the Trust, based on forecasted and anticipated requirements.
 - To manage the school's IT revenue and capital budgets, and lead on the procurement of all IT-related hardware and software, ensuring suitability, longevity and value for money are achieved at all times.
-

Special Conditions of Service:

- You may be required to work outside of normal school hours on occasion (e.g. to attend full Local Academy Committee and/ or committee meetings, etc.) with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the application form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.
- You will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together and Keeping Children Safe in Education documents in relation to child protection and safeguarding children and young people as this applies to your role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.
- To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/ or child protection.



PERSON SPECIFICATION

Qualifications and Knowledge.

- A higher level IT related qualification.
- GCSE English and Maths minimum Grade C.
- Evidence of Continuing Professional Development.

Experience

- Evidence of having worked effectively at a senior level within an IT environment.
- Experience of having successfully led a team.
- Evidence of having successfully initiated, led and delivered technical projects.
- Experience and knowledge of how IT is used to support teaching and learning including Virtual Learning Environments.
- Experience of administering Microsoft Office applications.
- Experience of IT recovery and maintenance procedures.
- Good knowledge of the General Data Protection Regulation (GDPR) and other relevant legislation.
- Good general understanding of web/mobile technologies and working knowledge of Cloud services.
- Evidence of successful multi-site integration and network management.

Competencies and Skills

- Strong leadership skills.
- Ability to work pro-actively within a team.
- Ability to work proactively, plan, organise, optimise resources and complete targets within agreed timescales.
- Ability to self-evaluate and identify improvements within services.

- Ability to work under pressure, prioritise effectively and to meet tight deadlines.
- Ability to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience.
- Excellent organisational and administrative skills.
- Excellent interpersonal skills.

Personal Attributes

- Act as an ambassador for the Trust at all times with the authority to command the respect of current and prospective Heads and senior staff, as well as liaising sensitively with colleagues, students, parents and carers and external stakeholders.
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information.
- Confidence and assertiveness in dealing with staff and students.
- Ability to develop and deliver strategy combined with the willingness to work operationally.
- Willingness and ability to be adaptable and work flexibly, when required.
- Resilience under pressure.
- Commitment to safeguarding children, young people and vulnerable adults.
- Commitment to supporting and promoting equity, diversity and inclusion.
- Excellent record of attendance and punctuality.



APPOINTMENT PROCESS AND HOW TO APPLY

Applications should consist of an **application form and covering letter** addressed to Esther Johnson, Chief Finance and Operations Officer, addressing the criteria presented in the job description and person specification, which are detailed in this pack.

If you would like to discuss the role before applying there is the option of a preliminary conversation. Please contact Elliot at recruitment@wandlelearningtrust.org.uk to arrange.

Application forms can be accessed from www.wandlelearningtrust.org.uk

Completed applications and cover letters should be emailed to recruitment@wandlelearningtrust.org.uk.

Deadline for applications - 11 February 2024

Interviews - 20 February 2024

Start date: ASAP

Salary: c£75k

Wandle Learning Trust is committed to safeguarding and promoting the welfare of children and young people and the Board of Trustees expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.



Wandle Learning Trust

Chesterton Primary School, Dagnall Street,
London SW11 5DT

wandlelearningtrust.org.uk

