



Job Title:	Educational Technologist
Contract Type:	Fixed Term – 1 Year
Salary:	£50k - £60k
Responsible to:	Chief Information Officer
Main Location:	Main Location STOC Central Office - with travel to other sites
Working Pattern:	All Year Round, 37 Hours per week
Purpose of Job:	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Develop and support the implementation of learning technologies in each school setting. • Advise and share best practice – leading digital professional learning networks. • Design and deliver inductions. • Develop a Trust wide digital enrichment offer, ensuring equal access to technology. • Provide bespoke computing curriculum support where required.

Educational Technologist

This is an exciting opportunity to join the Trust Central Team. The successful candidate will help shape the way that technology is used to enhance teaching and learning and optimise operational efficiency.

The successful candidate will:

- Contribute to the rollout of new learning technology systems.
- Develop and promote the use of a STOC Core Suite of Applications - contract managing and providing support for, the move between platforms.
- Be the named contact for Trust Schools and to collaborate with local digital leads to provide advice, guidance, and training to staff on the use of the technologies to support/deliver teaching, learning and assessment. This will include the development of documentation/guides, videos etc.
- Develop and lead the Trust Digital professional learning offer, including delivery of workshops, drop-in surgeries and taught programmes on topics related to learning technologies.
- Liaise (as necessary) with STOC colleagues, the IT Service Desk and other staff to deal with requests and problems relating to learning technology systems that cannot be solved through the online provision available.
- Develop and update online learning resources independently and in collaboration with key stakeholders.
- Be the named contact for all Computing curriculum related queries and support requests.
- Develop a STOC Enrichment offer.

The St Teresa of Calcutta Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Expressions of interest should be submitted to recruitment@stoccat.org.uk by the closing date.

Please send all queries to recruitment@stoccat.org.uk

Closing Date: **9am on Friday 12th April 2024**

JOB DESCRIPTION

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Main Duties

The following is typical of the duties the post holder will be expected to perform, it is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Contribute to the rollout of new learning technology systems.
- Develop and promote the use of a STOC Core Suite of Applications - contract managing and providing support for the move between platforms.
- Be the named contact for Trust Schools and to collaborate with local digital leads to provide advice, guidance, and training to staff on the use of the technologies to support/deliver teaching, learning and assessment. This will include the development of documentation/guides, videos etc.
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- Liaise (as necessary) with STOC colleagues, the IT Service Desk and other staff to deal with requests and problems relating to learning technology systems that cannot be solved through the online provision available.
- Develop and update online learning resources independently and in collaboration with key stakeholders.
- Be the named contact for all Computing curriculum related queries and support requests.
- Develop a STOC Digital Enrichment offer.
- Evaluate and provide reports on the effectiveness of online materials and courses, bearing in mind both technical, educational, and financial aspects.
- Evaluate and streamline processes and technologies, evaluate third party products/additional technologies, and contribute to recommending improvements.
- Work as part of the Information function to deliver its KPIs and key objectives as requested.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Ability to relate well to children and adults.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

Location:

The role is central office based with regular visits across school sites. A valid driving licence and access to a vehicle is necessary to fulfil this role. Authorised mileage claims should be submitted to the Post holders Line Manger to recompense for this travel.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.



Person Specification

		Essential / Desirable	Evidence
Qualifications	Educated to Degree level.	E	A/C
	QTS	E	A/C
	Evidence of commitment to updating knowledge through regular CPD.	E	A/I/R
	Further professional development in relevant fields.	E	A/I/R
Skills, Knowledge & Experience:	Extensive and current knowledge of the learning technologies used in education.	E	A/I/R
	Experience in training/advising academic staff on how technology can be used to enhance teaching, learning and assessment.	E	A/I/R
	Experience of successful management and evaluation of learning technologies-based projects.	E	A/I/R
	High level of digital competence, including but not limited to the use of Office 365 (Teams, Outlook, Word, PowerPoint, Excel), digital media creation/editing tools, basic data analysis, understanding/use of generative AI tools.	E	A/I/R
	The willingness and aptitude to learn new skills or knowledge including the use of AI, to keep abreast with sector developments.	E	A/I/R
	Experience of creating resources to support the development of staff digital confidence.	E	A/I/R
Personal characteristics	Demonstrate personal and professional integrity, including modelling values and vision.	E	A/I/R
	Ability to be adaptable and work flexibly across the Trust.	E	A/I/R
	Commitment to promote and support the aims and values of the St Teresa of Calcutta Catholic Academy Trust.	E	A/I/R
	Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness.	E	A/I/R
	Ability to work under pressure with limited supervision.	E	A/I/R
	To be discreet in dealing with sensitive matters and collaborative working with executive leaders.	E	A/I/R
Equal opportunities	To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E	A/I/R

Key

E Essential **R** References **I** Interview **C** Certificate **D** Desirable **A** Application