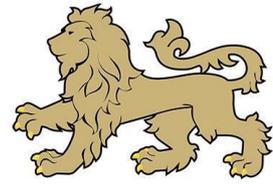# HAMPTON SCHOOL TRUST

JOB DESCRIPTION

IT Learning Technologist
Term Time plus 2 weeks
To start as soon as possible

Job Title: IT Learning Technologist
Reporting Line: IT Service Manager
Location: Hampton School

HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world, but also to want to go out and improve it.
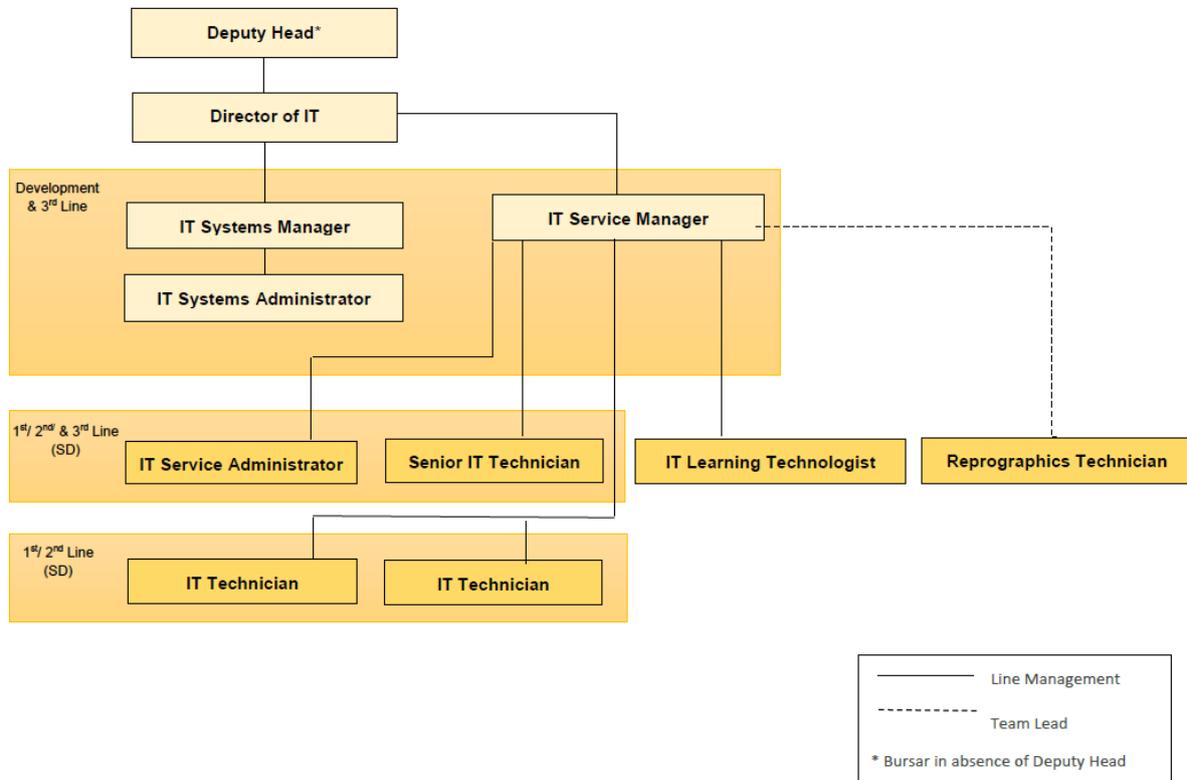
The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Between 20 and 30 Hamptonians are offered places at Oxford and Cambridge annually and 43 young men among the Class of 2020 have moved on to global top-10 universities; an increasing number go on to study at US Ivy League universities, often on academic and/or sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A further Regulatory Compliance Inspection (RCI) in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.

Structure

The IT structure will be:

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                    ┌──────────────────┐
                    │   Deputy Head*   │
                    └────────┬─────────┘
                    ┌────────┴─────────┐
                    │  Director of IT  │──────────────────┐
                    └────────┬─────────┘                  │
┌─────────────────────────────────────────────────────────────┐
│ Development   ┌──────────────────┐   ┌──────────────────┐    │
│ & 3rd Line    │ IT Systems Manager│   │ IT Service Manager│···┐
│               └────────┬─────────┘   └────────┬─────────┘    │
│               ┌────────┴──────────────┐       │              │
│               │ IT Systems Administrator│     │              │
│               └─────────────────────────┘     │              │
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		Line Management
		Team Lead

* Bursar in absence of Deputy Head

1st / 2nd & 3rd Line (SD)

| IT Service Administrator | Senior IT Technician | IT Learning Technologist | Reprographics Technician |

1st / 2nd Line (SD)

| IT Technician | IT Technician |

The Role

The IT Learning Technologist will provide training and support to all users within Trust. The successful candidate will work directly with pupils and staff as part of the IT team to develop educational practice and provide direct support for key learning technology systems. The purpose of the role is to drive, promote and embed technology into teaching practice (where appropriate). The role should support in driving the successful implementation of the Trust's blended approach to learning and teaching and the development of digital capabilities for students and staff. The successful candidate will also be responsible for providing day to day support for tickets, general queries, and events.

Job Responsibilities

Operational 70%

Responsible for:
- Working across the Trust to enable and deliver strategic and operational initiatives to enhance the user experience in relation to technology.
- Providing technical support for events, including troubleshooting of AV equipment and software.
- Providing training to users who have logged tickets in the IT Service Desk which do not fall under a technical nature.
- Supporting all users with their use of technology in learning and teaching, and where appropriate support services.

- Providing training and support to users when new technology or initiatives are introduced.
- Promoting and disseminating good practice, including the appropriate use of IT.
- Collaborating with other colleagues to drive the use of technology in the form of "digital leaders" from various departments.
- Regularly holding scheduled training sessions for users to attend.
- Researching new and emerging technology under the direction of IT priorities.
- Inducting new members of staff on the use of technology/IT at the Trust.
- Creating and maintaining documentation, including but not limited to guides.
- Maintaining a regular digital training presence through existing platforms such as the VLE.
- Answering the IT Services phone to log and resolve queries raised by staff
- Following the departments working practices, standards, and ethos
- Regularly maintaining documentation in line with department standards.
- Escalating any IT issues or challenges to the IT Services Manager and others in the team where appropriate.
- Providing out of hours support for scheduled and emergency scenarios

Project and Development Duties 30%:

Responsible for:
- Accountable for driving personal continued professional development, in line with the Trust's CPD model and IT requirements.
- Identifying IT service improvements and providing feedback on areas for improvement.
- Supporting the successful delivery of new projects or developments.

Other
- To undertake the role of Fire Marshal and First Aider as required. Training would be provided
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness
- To undertake any other duties as reasonably required by the IT Systems Development Manager, IT Director, Bursar or Headmaster.

**Please note** _that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities._

Personal Specification

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- A commitment to the Safeguarding and wellbeing of pupils
- Experience of working in a similar role in an educational establishment.
- A strong understanding of technology.
- Always communicate politely and effectively with a wide range of users.
- Excellent organisational skills and be flexible and adaptable in order to meet the demands of working in a fast paced team environment and to meet ever-changing needs and priorities
- Be prepared to continually develop skills and knowledge through agreed professional development

- A smart appearance, friendly/polite demeanour and good written and verbal communication skills
- Energy, commitment and enthusiasm directed towards the smooth running of the IT office
- The ability to identify and complete work independently

Salary and Benefits

The remuneration package will be commensurate with the skills and experience of the successful candidate. Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments. The Governors review salary Scales each year to ensure they remain competitive.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to teaching staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; the Teachers' Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and that non-contractual benefits are provided at the discretion of the Governors.

Hours and Holidays

This is a term-time position plus 2 weeks and working hours will be 8.15am – 4.45pm, Monday – Friday. Additional work, if required, is to be discussed and agreed in advance with the IT Director and in their absence, the Bursar.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

Hampton School Trust is an Equal Opportunities Employer.

The School reserves the right to offer the post at any stage in the appointment process. Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

January 2021