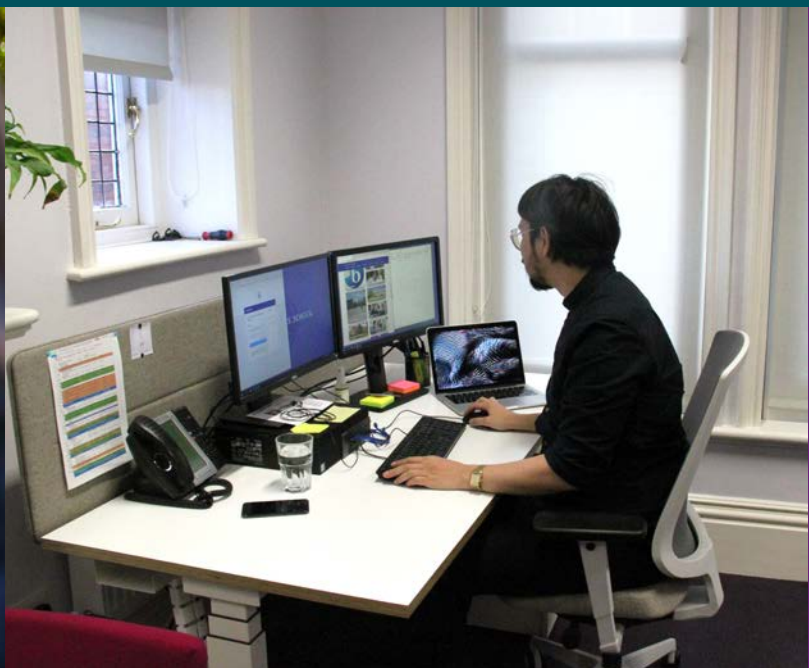


# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Learning Technologist *(Full-time, Term-time plus)*





## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2022. The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local

community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With seven distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in 2019. Another boarding house is currently under construction and due to open in 2023.

## The Team

The IT Team provides a wide range of data and technology services to academic and support staff, as well as students. The team implements and supports teaching and business applications, along with the



infrastructure needed to keep them running reliably and safely. This includes a wide range of applications, around 1,500 PCs tablets and laptops, as well as our campus wide network.

## The Role

The primary purpose of this role is to be responsible for the ongoing support, optimisation and evolution of the IT and AV technology used in teaching at Sevenoaks School.

This covers a range of areas of technology and its application, such as classroom AV, enterprise applications used in teaching and learning, e.g. Teams, use of teacher and student devices in teaching and small-scale apps. The incumbent researches, advises and trains teachers on best practices for the use of technology in teaching, as well as supporting and upgrading AV for classrooms and events around the school.

## Reporting to

The role reports to the Director of IT.

There is an informal reporting line to the teaching side of the school mainly the Director of the Institute of Teaching and Learning, the Director of Digital Strategy and the Deputy Head: Academic

## Main Duties and Responsibilities

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- Provide advice, encouragement and support to teachers on the use of technology in teaching.
- Act as the school's expert on the use of technology

in teaching.

- Keep up-to-date with developments in the use of technology in teaching. This requires regular research on the market, liaising with suppliers and other schools, attending conferences and exhibitions.
- Keep a forward view of how teaching technology is evolving and changing. Identify opportunities that we can use at Sevenoaks.
- Evaluate current classroom technology setup. Make recommendations on improvements.
- Plan, test and rollout teaching technology innovation and changes for general use across the school.
- Promote use of technology in the classroom, based on research and guidance from teaching colleagues.
- Coach and train teachers in the use of hardware and software in the classroom
- For technology change, define requirements and run proof-of-concepts and trials to identify the best solutions for the school.
- Plan and carry-out routine maintenance of classroom AV, especially projectors.
- Investigate and resolve teaching related service desk calls, especially for AV, promptly and efficiently, according to defined priorities and demonstrating a positive and empathetic approach.
- Create self-help guides and instructions for teachers on teaching technology.
- Act as the school's specialist on classroom audio-visual services, particularly smartboards,



classroom TVs, projectors and their links to PCs and applications. This involves the support, maintenance and upgrade of classroom AV.

- Set-up AV facilities for events. This will mainly be projectors and TVs, linked to PCs or laptops and the audio needed for these events. It does not include more complicated performing arts AV.
- Work to close service desk calls at the first time of investigation. Help calls to be closed by users or the Servicedesk, rather than having to refer them on to more advanced levels of support.
- Work with first line support to manage service desk queues properly.
- Complete regular, ongoing training and development according to an agreed development plan, appropriate to the post and the individual.

## Person Specification

### Essential

- Communicate appropriately with technical and non-technical colleagues, including demonstrating the ability to explain technical matters to non-technologists, at all levels
- Good understanding of both the technology and teaching worlds. Familiar with key concepts, practices and approaches in both.
- Experience of the main technologies used in teaching, e.g. projectors and SmartBoards, OneNote, PowerPoint, Teams.
- Takes a logical, consistent approach to solving problems, including diagnosis and testing.
- Able to elicit and document user requirements,

both functional and non-functional, including the ability to map and improve processes.

- Experience of selecting new applications, by working with users and vendors to match requirements to products.
- Work without close supervision.
- Pick-up new ideas and technologies quickly and with a minimum of supervision.
- Routinely focus on ongoing improvement, by analysing lessons that can be learnt from the resolution of a problem or situation.
- Demonstrate good organisational skills.
- Think and act calmly under pressure, for example with technical issues or cybersecurity challenges.

A degree of flexibility may be required in the duties performed, to meet the needs of the service. The role may also naturally develop over time, especially as it is likely to involve the incumbent learning a considerable amount.

### Desirable

- Understanding of academic processes and software is useful, but not essential.
- Experience of working with a range of people.
- Familiarity with the education sector.
- Able to demonstrate own learning on technology.

### Hours

40 hours per week. Normally 8.30am – 4.30pm, Monday to Friday, with occasional work on Saturday mornings, as needed. Other working patterns may be considered.



This work is on a 'Term Time Plus' basis, where the incumbent works Sevenoaks School terms, plus an extra four weeks per year, with those days normally worked just before and after each term.

There may be a few, very occasional times when out of hours work is needed, to support specific situations, or at particular times, most likely to be the start of the academic year.

## Salary and Benefits

### Salary

The salary is from £33.5k - £38.5k per year, depending on the skills and experience of the successful job holder. Based on the hours above, the salary will be around £28,111 - £32,296 pro rata.

### Benefits

- Pro-rata holiday entitlement of 33 days per annum including bank holidays (34 days in 2023). As holidays cannot be taken during term-time, payment for this holiday is included in the salary.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit

scheme.

- Fee remission policy (terms apply).

### Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

### Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

### Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will be provided to the successful candidate.



## Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

**The closing date for applications is 23/04/2022 at 23:59.**

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.