

# JOB DESCRIPTION



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## HEAD OF DIGITAL STRATEGY AND STANDARDS

<b>Location:</b>	Foundation Office with travel to schools (hybrid working)
<b>Accountable to:</b>	Head of Digital Operations
<b>Direct reports:</b>	None
<b>Hours of work:</b>	36.5 hours per week
<b>Length:</b>	Permanent, Full-Time
<b>Salary:</b>	c£50,000 per annum (dependent on skills and experience), plus excellent benefits

### Purpose of the role

The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the twelve academies - six selective academies and six non-selective academies. Our overarching mission is “to make Birmingham the best place to be educated in the UK”.

The Head of Digital Strategy & Standards is responsible for developing and implementing the Trust’s digital strategy and establishing consistent technology standards across all schools. The role ensures that digital systems, infrastructure, and policies support teaching and learning while delivering secure, efficient, and scalable technology services.

The postholder will lead the development of Trust-wide digital standards, ensure consistent implementation across schools, and support the effective use of technology to enhance educational outcomes and operational efficiency.

This role plays a key part in ensuring that the Trust’s digital environment is coherent, standardised, and aligned with educational priorities, enabling schools to benefit from modern, reliable digital services.

### Principal responsibilities and duties

#### Digital Strategy Development

- Lead the development and implementation of the Trust’s digital strategy in alignment with organisational priorities.
- Ensure technology initiatives support teaching, learning, and operational effectiveness.
- Identify opportunities for innovation and improvement in the use of digital technology across schools.
- Provide strategic advice to senior leadership on digital transformation and technology standards.

#### Digital Standards & Architecture

- Define and maintain Trust-wide standards for digital platforms, infrastructure, and systems.
- Ensure consistent configuration and implementation of digital services across all schools.
- Develop standard configurations and baseline settings for digital platforms.
- Monitor compliance with agreed technology standards and identify areas requiring remediation.

#### Digital Pedagogy & Teaching and Learning

- Work with education leaders to ensure digital platforms support effective teaching and learning.
- Develop guidance on digital pedagogy and best practice for technology use in classrooms.
- Support schools in adopting digital tools that enhance learning outcomes and staff productivity.



- Promote effective and responsible use of digital technologies in educational settings.

## **Infrastructure Standards & Compliance**

- Define baseline infrastructure standards for schools, including security, connectivity, and device management.
- Conduct infrastructure reviews and site visits to assess compliance with Trust standards.
- Identify gaps in technology environments and coordinate remediation activities.
- Ensure that infrastructure supports the reliable delivery of digital services across the Trust.

## **Policy & Governance**

- Develop and maintain Trust-wide digital policies and standards.
- Ensure policies align with statutory frameworks and organisational governance requirements.
- Communicate policy changes and technology standards to school IT teams and leadership.
- Maintain documentation of digital standards and operational guidelines.

## **Stakeholder Engagement**

- Work closely with school leaders, IT teams, and central departments to support the implementation of digital strategy.
- Facilitate engagement with cluster network managers and technical staff across schools.
- Communicate changes to digital standards and technology services.
- Provide guidance and support to schools implementing Trust technology initiatives.

## **Technology Review & Continuous Improvement**

- Monitor emerging technologies and assess their suitability for the Trust.
- Identify opportunities to improve efficiency through technology standardisation and consolidation.
- Evaluate existing systems and services to ensure they continue to meet organisational needs.
- Support the introduction of new platforms and services where appropriate.

## **General responsibilities and duties**

- To develop a clear understanding of the Foundation's vision, mission and strategic aims and to actively support these.
- To remain up to date with the Foundation's policies, procedures and code of conduct and always uphold these.
- To remain committed to the safeguarding of all of our students.
- To identify and undertake relevant training to enable continuing professional development, where resources allow.
- To prepare for and proactively engage in the performance review cycle with your line manager.
- To attend appropriate internal and external meetings, as directed by your line manager.
- To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.



## **Leadership and Management**

- Provide effective leadership to the Subject Network Leads and Foundation Leaders in Education, encouraging and supporting their ongoing development.
- Build effective working relationships and co-operation with other leaders and staff across the Foundation in a devolved structure.
- Be accountable for the achievement of objectives and associated Key Performance Indicators set from the Foundation Strategy and meeting the needs of schools under the Provision for Support Services Agreement.
- As appropriate, represent the Foundation's interests in relevant internal and external fora.
- Deputise for the Director of Education where needed.
- Contribute to relevant committees and working groups.
- Be responsible for ensuring that relevant Academy Trust policies are effectively implemented.
- Play a full part in the life of the Foundation's communities and support its ethos.
- Committed to self-development and the development of others.
- Any other tasks which may be agreed from time to time with the post holder.

The successful candidate will be required to fulfil an enhanced DBS check.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

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Person Specification	
Essential	Desirable
<b>Knowledge and experience</b>	
· Experience in digital strategy, IT leadership, or technical governance	· Experience in education or multi-site environments (desirable)
· Strong understanding of cloud platforms, infrastructure, and enterprise systems	
· Experience developing standards, policies, or operating approaches	
· Ability to work with stakeholders and support organisational change	
· Microsoft 365 (Entra ID, Teams, SharePoint, Exchange, Intune)	
· Cyber security fundamentals (MFA, conditional access, Defender, DfE/NCSC guidance)	
· Digital standards, configurations, and device management approaches	
· Data protection and safeguarding-related technology requirements	
· Device management (Intune, Autopilot, shared-device environments)	
· Systems integration (MIS platforms, SSO, APIs, data flows)	
· Education technology and classroom tools	
· Delivery of migrations, upgrades, or platform rollouts	
· Using data or audits to identify improvements	
<b>Qualifications</b>	
<b>Competencies</b>	
Building capacity Influencing and persuading Acting on integrity Delivering at pace Delivering quality Team focussed Coaching management style Proactivity Flexibility Reliable and adaptable	