



Job Description

Job Title: Technology Support Officer

Location: Hockley Hub (Greensward Academy, with travel to other Essex Schools)

Hours of work: 38 hours per week

Reports to: Hockley Team Leader

Purpose of the Role:

The Technology Support Officer provides whole school support in the use of technology to aid teaching and learning, and more generally technology to aid running the school.

This is a brand new role that will see us attempt to bridge the gap between school based IT engineering and teaching, a role that is deemed particularly critical given the opportunity to leverage and integrate the use of technology into the running of the school post pandemic.

In the main the role is hands-on and in school, working alongside staff and students to support them in and around lessons and all elements of usable technology. There is however also a strategic element to the role, working with senior leaders to input into school strategy and representing the Trust wide technology strategy at school level.

Responsibilities:

Responsibilities include, but are not limited to:

- Supporting staff in the use of technology in-classroom, pre, during and post lessons.
- Leading on innovative use of technology through projects, trials and proofs-of-concept
- Working with other Technology Support Officers across the trust to create a community of innovation and best practice in ed-tech
- Supporting students in the use of technology for learning.
- Working in partnership with the IT Team to maintain technology across the school, particularly focussing on configuration of:
 - End user devices used by staff and students.
 - Audio visual equipment used in-classroom.
 - Applications and software used in-classroom.
- Orchestrating and subsequently delivering training on the use of technology to staff and students.
- Owning the end user device rollout and refresh and working closely with the central team to feed into this.
- Working with senior leadership to feed in technological input into the academy improvement plan and school strategy. This will include inputting ideas and considerations for how technology can contribute to the key strategic aims of the school.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.



Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification





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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role		<ul style="list-style-type: none"> • Google certified trainer • Google certified Innovator • Google certified Administrator • Apple teacher
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience in working with education technology • A track record of delivering innovative and modern technology solutions • Experience working with Chromebooks and iPads and Windows devices in an education environment • A minimum of 5 years experience of diagnosing, troubleshooting and deploying a range of devices such as PCs, Laptops, Chromebooks and iPads 	<ul style="list-style-type: none"> • Experience of teaching or supporting teaching • Experience of working in school or an education establishment • Experience of delivering training and producing training materials
Skills	Specific skills required for the role	<ul style="list-style-type: none"> • Ability to communicate confidently and effectively with teachers, students and other stakeholders • Excellent administration and organisation skills 	
Personal Characteristics	Values	Ability to demonstrate, understand and apply our values: <ul style="list-style-type: none"> • Be unusually brave 	



		<ul style="list-style-type: none">• Discover what's possible• Push the limits• Be big hearted	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Full, clean UK driving license and ability to use own car for work• Willingness to travel to other sites within the Trust as required.• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	