Sandringham School
Job Description

Job Title:	**Project Lead: Sandringham EdTech Demonstrator Programme**
Accountable to:	Headteacher and Director: Sandringham EdTech Demonstrator Programme
Accountable for:	Project Lead for the Sandringham EdTech Demonstrator Programme
Hours:	0.6 FTE (3 days)
Salary:	**L10 – L14**
Start Date:	ASAP/September 2021

Job Purpose

To play a key role in the development of the Sandringham EdTech Demonstrator Programme, ensuring that we deliver excellence in promoting the programme and initiatives in line with the key performance indicators (KPI) set by the Department for Education (DfE). The Project Lead will support the growth and development of the EdTech Demonstrator Programme by meeting the following accountabilities.

Key Tasks

Core Accountabilities

- Under the guidance of the Programme Director provide advice, guidance and training in the form of peer to peer support to schools and colleges
- Create a mixture of resources to support the goals of the programme including a mix of group support through webinars, recorded content, written guidance and blogs
- Originate and develop research and resources that further knowledge in the field of the use of EdTech to support high quality teaching and learning. This will include engagement with the Sandringham Research School and the Education Endowment Foundation (EEF)
- Report to the Programme Director to ensure that activities are planned and managed appropriately and coordinated with the wider schedule and goals of the deliver partner

Main Areas of Responsibility

- Deliver face-to-face professional learning both on and off the school site, specialising in the use of EdTech to support teaching and learning
- Work closely with school and college leaders in providing peer to peer support schools focussed on the strategic implementation of technology
- Support other schools and colleges to use the technology already available to them more effectively to help address the challenges they face
- Schedule, advertise and market all professional learning opportunities. Maximise participation and reach
- Report back to the delivery partner and the Department for Education on plans, metrics and KPIs
- Establish a network of schools and colleges and keep in regular communication with them via appropriate communication channels
- Regularly create useful resources and materials for schools and colleges to utilise, such as written guidance, templates, frameworks and insightful blog posts
- Develop resources and training in response to the needs of individual support requests, using a variety of CPD models based upon evidence informed practice
- Evaluate and measure impact of training opportunities and peer to peer support delivered
- Ensure responsible and effective use of the EdTech Demonstrator brand in order to continue building brand awareness and a positive perception of the programme
- Attend EdTech Demonstrator networking sessions involving the delivery partner, other EdTech Demonstrator schools, Department for Education and other appropriate partners

- Participate in the recruitment and retention of staff as required
- Articulate the vision for the Sandringham EdTech Demonstrator Programme and report on this and performance of the programme to the Sandringham Leadership Group, the Programme Director and overseeing Governing bodies as needed
- Undertake additional tasks, roles and responsibilities relevant to the post through the direction of Director: Sandringham EdTech Demonstrator Programme

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Signed ………………………………………… Signed …………………………………………
(Member of staff)   (Headteacher)

Date ………………………………………… Date
(Member of staff)   (Headteacher)

Alban Academies Trust