Job description: Digital Implementation Manager

Reports to: Ark Digital Strategy Lead
Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office and regular school visits (Birmingham, Hastings, Portsmouth)
Contract: 2-year fixed term
Pattern: Full Time (standard hours 9am – 5.30pm) (part-time considered)
Salary: £30,000 to £40,000 (depending on experience)

About the role:

This is a central role, and the post holder will be working in a small team to enable the delivery of our digital strategy across all 39 schools in the Ark network. The Digital strategy is one of three strategic education priorities for the network to 2024. It has been led by our Director of Strategy to this point, and we are now establishing a small team to build upon the strong foundations and take the strategy further and faster.

During the pandemic, we deployed over 23,000 Chromebooks to pupils in Year 3 upwards, so that all learners had access to the wide-ranging online curriculum that we developed for our pupil platform, SPArk, to support remote learning. Our ambitions are now much greater – we want to ensure that digital opportunities can truly enhance the learning experience and boost outcomes for all our pupils.

The aims of our strategy are to:

Provide more time for learning:	Develop learner agency:	Empower and engage parents:	Support resilience and sustainability:
• Every minute in a classroom counts. Technology should enable teachers and pupils to focus on what works	• Pupils must feel confident to pursue their own goals. The online world opens opportunities that pupils need to understand and navigate	• Too often parents do not feel like a part of their child's learning experience. Technology should bring school closer to home.	• Innovation can remove barriers to opportunity as well as save time, money and be better for the environment. We will use digital tools to enable resilience.

The Digital Implementation Manager will report to the Ark Digital Strategy Lead (a serving practitioner in an Ark School) and work alongside two school-based Network Leads for Digital Learning (for primary and secondary, yet to be appointed), as well as working closely with both the curriculum and IT teams within Ark Schools.

Key Objectives:

Our Digital Implementation Manager will be responsible for ensuring that schools establish the infrastructure to enable all pupils in the Ark network to use their Chromebooks and learning apps regularly, to support them with their learning. They will work closely with schools that are struggling to embed digital into the everyday life of the school, and capture and share good practice from our schools that are achieving more success.

The success of the post-holder in the role will be measured against the ambitious targets that we have set against each of our aims.

Key Responsibilities:

- Ensuring that schools have access to the resources they need (ie. Toolkit) to embed the digital strategy, actively sharing best practice, and providing training and professional development opportunities
- Monitoring and providing direct support to schools who are not achieving the objectives of the strategy
- Deliver a professional development plan for various stakeholders in schools (teachers, leaders, support staff) so that we can raise the awareness of and leverage digital opportunities across the whole network
- Ensure that schools know how to use all of the apps and tools that are defined in our eco-system of apps through providing training opportunities and working 1:1 with schools to help them to embed this
- Where appropriate, managing any digital tool or app pilots with our schools, to ensure that we can evaluate their impact
- Working with the Head of Inclusion, SENCOs and Digital Learning Leads in schools to ensure that digital tools are effectively used to remove barriers to learning for SEND and other vulnerable pupils
- Work closely with the Network Leads for Digital Learning as well as individual subject Network Leads to ensure that key messages for the digital strategy are disseminated into schools effectively
- Carry out and report on our annual Schools Digital Audit. Make recommendations for improvements where schools fall short of expectations and support them to make the recommended improvements
- Engaging schools, staff, parents, and pupils with the strategy, by signposting to or producing resources for schools or interacting directly with school communities
- Complete any necessary training or accreditation to be able to support Ark Schools in their digital strategy (e.g. Microsoft Certified Educator, or similar)

Person Specification: Digital Implementation Manager

Knowledge & Skills

- Experience in an education technology or software company, in an implementation or 'customer success' role
- Experience leading projects and implementing digital innovation in an educating setting
- Experience in training (preferably with teachers or leaders in school)
- Strong track record of leading and managing change projects in school environments, including culture
- Evidence of impact in the communicating of ideas and initiatives
- Deep interest and experience in the use of Digital in Education
- IT and Systems literate – able to work closely with IT and data teams
- Experience using Microsoft and Google suites

Personal Qualities

- Strong entrepreneurial skills and a track record of being a self-starter
- Able to demonstrate their commitment to the mission of improving educational opportunities for underprivileged children
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines in a dynamic environment
- Strong interpersonal skills and confidence when meeting internal and external stakeholders – ability to persuade, influence and hold others to account

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please click here to learn more.