Job Description
HEAD OF DIGITAL LEARNING

- The Head of Digital Learning reports directly to the Deputy Head and is responsible for the strategic development of digital creativity across all academic departments throughout the School. They also hold day-to-day responsibility for the smooth running and implementation of digital initiatives, working closely with the SMT.
- This is a Head of Department position with a brief to lead and support digital learning across the curriculum.
- As part of the role, the successful candidate will be expected to become a part of the School's safeguarding team as a deputy designated safeguarding lead (training will be provided where necessary).
- The successful candidate will have QTS with a proven track record of excellent teaching and successful interpersonal skills.
- The ability to manage staff and provide leadership in the use of technology to achieve academic excellence is essential.

The Head of Digital Learning is a stimulating role in a vibrant prep school with the most exciting plans for the future.

The Head of Digital Learning is expected to deliver lessons to pupils from Reception to Year 8 and to play a key role in guiding and supporting Pre-Prep staff in the delivery of the curriculum in the EYFS. This will enable the successful applicant to maintain links with his/her academic subject and develop appropriate use of technology inside and outside the classroom. The successful applicant will be expected, through his/her teaching, to demonstrate innovative and exciting best practice to other Heads of Department, subject/class teachers and teaching assistants.

The Head of Digital Learning will inspire the creative curiosity of children and staff with technology as an enabler, including the integration of AI into teaching and learning. The current programme of study allows pupils to develop a greater understanding of the role of technology in society and the chance to acquire new practical skills to use across the curriculum and in the future. Pupils are expected to grow in digital literacy until they are able to use a computer/device confidently, safely and effectively for a range of different tasks. They are no longer expected to be just users of technology but should be able to create their own digital products.

Other subjects - such as automation, robotics, 3D printing and use of artificial intelligence - need to be discussed with both children and other teachers in the School, alongside discussions with teachers, parents and staff on ethics, morals and values in the digital age.

STRATEGIC RESPONSIBILITIES

Working with the Designated Safeguarding Lead:
- to promote online safety across the School, supporting the safeguarding team as a DDSL)

Working with the Senior Management Team:
- to advise the SMT on all matters of digital creativity
- to develop a vision for digital creativity within the academic departments and thereby raise the awareness of staff to the potential for digital creativity to facilitate improvements in teaching, learning and administration
- to develop, implement and review annually an academic digital creativity strategic plan and appropriate policies to facilitate excellence in teaching and learning and efficient administration
- to develop the School's provision for online/remote learning
- to represent the department at HoD (and relevant SMT and Governors') meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation) through these and other means as appropriate

Working with the SMT and Examinations Officer:
- to assist in the timetabling and delivery of online testing (e.g. GL Assessments, ISEB Common Pre-Test etc.)

Working with the Heads of Academic Departments:
- to provide academic leadership to teaching staff on the delivery of school and departmental academic aims for digital creativity
- to identify needs and formulate strategies and policies for effective digital creativity across the curriculum
- to develop and coordinate digital creativity across the curriculum through a coherent framework which delivers progression in pupils' capabilities as digital learners as they advance through the school
- to monitor and evaluate pupil progression in digital creativity
- to develop digital creativity to enable pupils to become information literate, independent learners who can harness the power of AI as a learning resource
- to ensure equality of access for pupils to digital facilities and resources which are appropriate to their needs

- to advise and assist in the development of teaching and learning resources to support digital creativity within departments
- to take a leading role in STEAM days, supporting colleagues and driving new initiatives
- to assist departments in the development of website and staff/pupil intranet material
- to coordinate and review the annual departmental Digital Learning/IT budget (alongside the IT & Network Manager) and advise the Headmaster and Bursar accordingly
- to liaise with the Heads of Key Stages to facilitate appropriate continuity and progression in digital creativity between key stages

Training in digital learning
- to assess academic staff training needs
- to research, plan and deliver training in digital learning for academic staff to enable them to use these skills in their professional practice to the benefit of themselves and the pupils
- to negotiate digital learning development plans with individual academic staff members
- to provide digital learning induction for all new academic staff
- to lead and organise appropriate courses/INSET for all academic staff
- to assist the SMT in identifying appropriate external training courses in digital learning for staff
- to coordinate and utilise the expertise in digital learning amongst the existing academic staff
- to direct and coordinate digital creativity activities, providing appropriate training as necessary

Marketing
- to play a part in the marketing of the subject and the School at appropriate occasions
- to ensure that the relevant subject is represented and celebrated in the annual 'Prep Post' and similar publications / marketing as appropriate

Health and Safety
- to be familiar with the School's Health and Safety policy and implement it as applicable within the department
- to ensure that Health and Safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary

IT HARDWARE, SOFTWARE, FACILITIES AND SYSTEMS RESPONSIBILITIES

The Head of Digital Learning is expected to collaborate with the IT & Network Manager:

- to advise the SMT on suitable IT infrastructure
- to liaise with the IT & Network Manager and Bursar in preparing long term plans and budgetary proposals for the effective deployment of resources throughout the School and for purchases and renewals
- to research, promote and manage the implementation of new and existing IT systems for curricular use and the improvement of teachers' administrative efficiency
- to ensure efficient and appropriate usage of IT equipment across the campus
- to remain up-to-date with new and upcoming technologies and to advise Governors, SMT and/or Heads of Department as appropriate
- to advise departments on suitable hardware/software solutions
- to advise on health and safety issues relating to digital learning and creativity (to include the School's 'Internet Safety' and 'Acceptable Users' policies)
- to help administer online assessments

IT systems expertise is not a requirement of the position although the successful applicant will be expected to demonstrate the ability and willingness to discuss such matters with the IT & Network Manager/IT Technician(s).

The successful applicant will be expected to contribute fully to the pastoral and co-curricular life of Sevenoaks Preparatory School.

PERSON SPECIFICATION
- a person who places the safeguarding of children as the highest priority
- be highly motivated, have a keen interest in computing and be capable of strategic, creative and innovative leadership
- excellent communication and interpersonal skills are essential prerequisites
- ability to exercise academic leadership, sensitive pastoral care and maintain good relationships with staff, parents and pupils
- an effective manager of people who displays an appropriate attitude to the use of authority, challenges unacceptable behaviour constructively and maintains discipline
- possesses efficient organisational skills
- an excellent classroom practitioner and qualified teacher with suitable experience

- possesses a sense of humour and effective communication skills with the ability to form and maintain appropriate relationships and personal boundaries with children, parents and staff
- a person with boundless energy and vision
- an enthusiasm and willingness to contribute fully to the life of a busy prep school
- to actively promote the School's "Way of Life" and be involved in the extra-curricular life of the School
- ability to work under pressure and a capacity for hard work
- ability to appreciate the needs of the whole school

In addition to the above specific duties, to take on any other responsibilities in consultation with the Head that he deems necessary for the smooth running of the School which are commensurate with the grading of this position.

REMUNERATION
The Head of Digital Learning position is key within Sevenoaks Preparatory School and the remuneration will reflect this.

The School is a very happy place to work; colleagues are incredibly supportive of each other. There are excellent relationships between teaching and support staff, staff and pupils, staff and parents, and between staff in different sections of the School. There is an induction programme and an annual appraisal system linked to INSET. Lunch is provided free of charge for all staff whose working hours encompass school lunchtime.

FURTHER INFORMATION
It is anticipated that the person appointed will start at Sevenoaks Preparatory School at the start of Autumn Term (1st September) 2025. However, we will consider candidates able to take up the role prior to the 1st January 2026. He/she will be a first-rate practitioner, at the forefront of current educational thinking. He/she should possess an ability to work alongside a very supportive, committed and talented team of staff, develop further our excellent pastoral welfare systems as well as being able strategically to manage the daily operation of the Digital Learning Department. He/she will be expected to take a key role in the continued development of all aspects of the School with the Head, other members of the SMT and the whole staff team. The role is either full time or 4 days a week.

The appointed person will be able to join the Schools pension plan for teachers or the national Teachers' Pension Scheme.

Remission of fees, as determined by the Governors and subject to availability of places and normal entry requirements, is available for the children of staff.

APPOINTMENT PROCESS

Applicants who would like to visit the school prior to application are encouraged to do so, though it is not essential. If you would like an informal conversation about the school or the role itself, please do get in touch.

The closing date for applications is Friday 13th June 2025 at 5pm. Interviews will take place shortly thereafter at the school. However, we reserve the right to vary this if the need arises or appoint earlier should the opportunity present itself.

Sevenoaks Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS.