

AET EDTECH LEAD - JOB DESCRIPTION

1 DAY PER WEEK / 0.2 FTE

The post holder is required to perform the duties below. S/he will be responsible to the Trust Education and IT Team and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.

This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the post holder through the Senior Line Manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school Trust aims, policies and targets:

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ROLE	
KEY RESPONSIBILITIES	
Strategic Leadership	<ul style="list-style-type: none"> • Work with the Education and IT teams to lead the development and implementation of the Trust-wide EdTech and AI strategies, aligned with DfE guidance and Trust priorities. • Translate national and sector guidance into practical policy and practice across all Trust schools ensuring consistency with AET policies. • Define and champion a Trust-wide approach to Chrome OS and cloud-first technologies, reflecting our strategy for equitable device access and blended learning.
Cross-Trust Coordination	<ul style="list-style-type: none"> • Co-ordinate and chair EdTech & AI networks across our schools, facilitating collaboration, consistency, and the sharing of best practice. • Work closely with the Trust Education and IT teams to integrate systems, tools and professional development opportunities for all to enable consistent and effective implementation of cross-phase strategy. • Support leadership teams in setting and achieving digital objectives in line with the direction of our Trust's development.

Professional Learning

- Design, deliver and evaluate training for staff and leaders on EdTech and AI tools, digital pedagogy and data literacy, including safeguarding and ethical use, as outlined in the Ambition Academy framework.
- Curate, develop and maintain a programme of professional learning opportunities for all learners equipping them for a digital future.

Tools, Resources & Compliance

- Maintain a central list of approved tools and platforms (including AI-enabled learning tools) for use within our schools, ensuring alignment with data security, safeguarding, accessibility and Trust policy.
- Evaluate emerging technologies, pilot promising tools, and lead evidence-based, research-informed adoption across our Trust guided by our Trust's principles of -equitability and sustainability.
- Keep abreast of national trends, research, and developments in EdTech and AI, and communicate actionable insights to stakeholders.

Teaching & Learning Innovation

- Support curriculum and subject leaders and teachers to embed digital and AI-enhanced practices that improve outcomes, engagement and align with our blended learning and digital literacy aims across primary and secondary phases.
- Promote effective use of data and analytics to inform teaching, learning and attainment
- Identify, evaluate, and support the implementation of digital and AI tools that reduce teacher workload in assessment, feedback, marking, and administrative tasks, ensuring they deliver clear benefits for both staff and learners.

External Partnerships, Research & Engagement

- Lead engagement with national and international organisations in the EdTech and AI landscape (including the Department for Education, Teaching School Hubs, HfL Education and sector partners), positioning AET to influence and benefit from innovation.
- Represent Ambition Education Trust across external networks, steering groups and conferences (e.g. BETT, ResearchEd), sharing practice and raising the Trust's profile as a leader in digital and AI-enabled education.
- Secure and lead participation in research projects, pilots and funded programmes (including DfE initiatives and vendor-led programmes such as Google Reference Schools), converting emerging national priorities into clear, measurable impact for learners and staff.

SAFEGUARDING

The post holder will be required to work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies, be alert to when persistent absence becomes a safeguarding concern and early help may be required and work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary, promoting the safeguarding of all pupils in the Trust

ADDITIONAL DUTIES

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with Trust policies.

CONTACTS

- There is frequent contact with teaching staff and parents.
- As part of the support staff team there is also regular contact with other non-teaching staff.
- There is also contact with external organisations and suppliers.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the CEO, COO and Headteacher