



Queen's College, London

Established 1848

Head of IT and Digital Learning

The Role

The Head of IT and Digital Learning is a pivotal position responsible for both the strategic and operational management of IT systems and the advancement of digital learning across the College. The role combines technical expertise with educational vision — ensuring that all IT infrastructure supports the College's operations efficiently, securely, and sustainably, while also driving innovation in digital teaching and learning. The postholder will work closely with the Senior Leadership Team, teaching staff, and support teams to deliver a robust digital strategy that enhances learning, teaching, and communication across the College community.

Reporting to: Bursar

Key Responsibilities

Strategic Leadership

- Develop and implement a College-wide digital strategy that aligns with the College's educational aims and long-term development plan for both schools.
- Advise senior leadership on emerging technologies and their application in teaching, learning, and school operations.
- Lead digital transformation projects and champion the effective integration of technology into classroom practice.
- Promote digital innovation while ensuring accessibility, inclusivity, and safeguarding best practice.

IT Operations and Infrastructure

- Oversee the management, maintenance, and development of the College's IT infrastructure, including servers, networks, Wi-Fi, classroom technology, AV systems, and security systems.
- Ensure the integrity, security, and resilience of all IT systems and data, including compliance with GDPR and cybersecurity standards.
- Manage the College's IT Service Desk and provide efficient user support for staff and pupils.

- Oversee procurement, licensing, and vendor management for all IT-related services and equipment.
- Ensure business continuity and disaster recovery plans are in place and tested regularly.

Digital Learning and Pedagogy

- Work with academic leaders and teaching staff to enhance digital literacy and blended learning across the curriculum.
- Lead training, mentoring, and professional development for staff in the effective use of digital tools.
- Evaluate and introduce new learning platforms, software, and educational technologies to support innovative teaching practices.
- Collaborate with teaching staff on the development of e-safety and digital citizenship initiatives for pupils.
- Monitor and assess the impact of digital learning initiatives on teaching outcomes and student engagement.

Leadership and Management

- Lead and develop the IT support team, fostering a culture of professionalism, collaboration, and continuous improvement.
- Manage the IT and digital learning budgets effectively, ensuring value for money and sustainability.
- Liaise with external contractors, suppliers, and consultants to maintain high service standards.
- Represent IT and Digital Learning at relevant leadership and committee meetings.

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

Essential

- Proven experience leading IT operations and/or digital learning within an educational or complex organisation.
- Strong technical understanding of networks, servers, cloud computing, cybersecurity, and educational technologies.
- Experience implementing or supporting a whole-school digital learning strategy.
- Excellent leadership and communication skills, with the ability to translate technical concepts for non-specialists.
- Proven project and budget management experience.

Desirable

- Experience in the independent school sector.
- Experience managing Microsoft 365, Azure AD, and Google Workspace environments.
- Experience with MIS systems (e.g. iSAMS, Arbor) and VLEs (e.g. Firefly, Google Classroom).
- Professional IT qualification (e.g. CompTIA, MCSE, ITIL, PRINCE2).
- Teaching qualification or experience supporting teaching staff directly.
- Knowledge of e-safety, digital citizenship, and safeguarding in digital environments.

Personal Attributes

- Strategic thinker with strong operational focus.
- Confident communicator and relationship builder.
- Analytical, proactive, and solution-oriented.
- Supportive of Queen's College's ethos and educational mission.
- High professional integrity and discretion.

Terms and Conditions

- Permanent position.
- Full-time, all year round.
- Start date: November 2025 (or as soon as possible).
- The salary for this role is competitive and dependent on experience.
- Normal working hours: 0830 to 1700, with a half an hour lunch break, Monday to Friday (occasional evening /weekends may be required).
- Training and support will be provided.
- Free lunch in the Dining Hall during term time.
- Defined contribution pension scheme (up to 10% employer contribution).
- Wellness Allowance.
- Cycle to Work Scheme.
- Employee Assistance Programme.

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.