



Heworth Grange  
School

*Enriching Lives, Inspiring Ambitions*

# BUILD YOUR DREAM CAREER

Join our Team!



## RECRUITMENT PACK

Academy IT Lead

Heworth Grange School, Gateshead

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO

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Dear Candidate,

Thank you for your interest in the position of Academy IT Lead at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy  
Chief Executive Officer of Consilium Academies.

# WELCOME FROM THE PRINCIPAL

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## Welcome to Heworth Grange School

Thank you for your interest in joining Heworth Grange School. As Principal, I am proud to lead a community that is committed to delivering an excellent education for every student who comes through our doors. Our ambition is clear: to be the school of choice for our community and beyond – a place where parents have confidence, students are proud to belong, and staff feel valued, supported and, as part of a determined team, able to make a meaningful and lasting impact.

Heworth Grange is a school that is more than an organisation focused solely on examination outcomes, although our students do achieve highly across a wide and diverse curriculum, from maths and Computing to Dance and Film Studies. What defines us is the breadth of opportunity we offer and our commitment to supporting and developing the whole child. We believe education should extend far beyond academic achievement, shaping character, ambition, and responsibility.

Our curriculum is intentionally broad and balanced to ensure there is a pathway to suit every learner's strengths, interests, and aspirations. We want our young people to uncover their talents, find their passions, and develop the confidence they need to succeed in life. Alongside academic rigour, we place significant emphasis on personal development, community engagement, and preparing students for the challenges and opportunities that lie ahead.

We are a large school with excellent facilities, yet we are increasingly known for the warmth, connection, and genuine care that underpin our culture. The strength of Heworth Grange lies in its people. Our talented and dedicated staff team bring expertise, integrity, and compassion to their roles, ensuring our students feel seen, supported, and inspired. Joining Heworth Grange means becoming part of a collegiate, ambitious, and highly committed professional community where your contribution will be valued and where you will be supported to grow and excel. It's a lively and vibrant place to work where the rewards of delivering real change to our students and community are more than worth the efforts.

As a member of staff, you will play a central role in delivering exceptional teaching and pastoral care, shaping the experience of our students, and contributing to our continuous drive for improvement. We expect high standards, but we invest heavily in professional development, collaboration, and the systems that enable staff to thrive in their work. We're on a journey of transformation and, as part of the DfE's RISE programme, we're receiving additional funding, support and opportunities to work with other local schools and trusts to ensure we become recognised as the excellent school our students deserve. Our most recent Ofsted inspection took place in November 2024 and celebrated the changes that had been put into place – those changes are now embedded and we're confident that our next inspection will show significant improvements in all key areas. We need the best people to join us and help accelerate those improvements.

If you've got the moral drive, enthusiasm and energy to join our team at Heworth and really make a difference to children's lives, I'd love to hear from you. If you are considering joining us, I encourage you to visit the school, meet the team and experience our culture in action. Seeing our community on a typical day is the best way to understand what makes Heworth Grange such a rewarding place to work.

Neil Rodgers  
Principal

# ABOUT THE SCHOOL

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Heworth Grange is proud to be part of Consilium Academies' Multi-Academy Trust (MAT). As part of Consilium, we are dedicated to working towards the Consilium mission of providing an inclusive partnership with our community where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed.

We are guided by four key drivers.

## Every child- No Excuses

At Heworth Grange, we want every single student to achieve their potential. We go the extra mile for our students and understand that some of our students will require more support to overcome barriers to learning than others. We work collaboratively to problem solve and find the best therapeutic and academic solutions for our students to achieve the best possible outcomes.

## High Expectations

We know that expecting the best from all our students is integral to them achieving a world class education. We strive day in and day out to ensure the highest standards of behaviour where everyone can learn and develop in a safe and secure environment. We also work tirelessly to embed the importance of attendance as a vital employability skill and work collaboratively with parents and carers to ensure all students attend school.

## Engaging Learning

We know that great teaching and learning everyday will make the difference for our students and will support them to achieve their very best. We want to ensure all students are fully engaged and inspired by the learning experiences at Heworth Grange and as educators we fully commit to professional development to ensure we are continuously developing and providing the best experiences for our students.

## No Islands

We know that there is strength in unity and at Heworth Grange we do not want anyone to feel like an island. We care for each other and we support each other, this means that we learn better. Our No Islands culture means that we work collaboratively with parents, carers, outside agencies, governors and other Trust schools. We value relationships above all else because we know that trust is vital to the success of our organisation. We put students and staff at the heart of our decision making, ensuring everyone benefits from continuous improvement. We ensure that our staff have access to great professional development so that we continue to grow in expertise and provide the very best education for our young people.

We want to do everything in our power to ensure that the students at Heworth Grange leave school with the academic qualifications and personal skills to become happy and successful adults in their own right. We want our students to develop a life-long love of learning and to have the confidence to make a difference in their community as positive, proactive citizens within our society.



# ABOUT THE TRUST

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Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

## Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

# BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



# JOB DESCRIPTION



<b>JOB TITLE:</b>	Academy IT Lead
<b>REPORTS TO:</b>	Head of IT
<b>CONTRACT:</b>	NJC Grade 7
<b>WORKING PATTERN:</b>	Permanent, All Year Round
<b>GRADE:</b>	Full time
<b>ACTUAL SALARY:</b>	£32,061 - £34,435

## MAIN PURPOSE OF THE ROLE

- As an Academy IT Lead, you will work as part of the Consilium Academies IT Team that provides a Trust wide support function. As part of the Trust team, you will join a growing and evolving team of 13 technical staff, and together you will deliver IT solutions across the Trust.
- You will be primarily based at one school site, although you may from time to time be required to provide support at other locations across the Trust.
- As the site lead, you will own all aspects of IT management, you will maintain the school infrastructure, service, and solutions, ultimately ensuring that all staff and students receive support when required.
- You will provide proactive and reactive on-site support, tracking service tickets to ensure the required systems and services are available to users as required.
- You work closely with the school, conducting regular meetings with SLT and key stakeholders, and be responsible for building a positive working relationship with school-based staff. You will represent the Trust IT Services team on-site and be responsible for implementing Trust Wide IT policies.
- The Trust operates most services through It's In house team - It is expected that you will have a sound troubleshooting skillset and use this to diagnose and support a range of systems and processes.

## CORE RESPONSIBILITIES & TASKS

### Hardware

- You will install and configure new equipment providing support where needed.
- You will maintain and troubleshoot the schools VoIP phone system.
- You will maintain computer peripheral equipment such as printers, scanners, whiteboards, and projectors, ensuring these are ready to be used by staff.
- You will ensure that IT facilities are well maintained – replacing keyboards, mice etc as required.
- You will troubleshoot and maintain all aspects of PC and server hardware.
- You will liaise with external suppliers for the repair of equipment under warranty or maintenance contract, or carry out repairs where appropriate.

### Software

- You will install and test new software before release and maintain accurate records of school software.
- You will support users in the correct and safe use of technology.
- You will remove out-dated and unsupported applications where applicable and support the rollout of new systems.
- You will ensure the anti-virus software is installed, up to date and working correctly on all devices.
- You will ensure all software and operating system updates are installed as appropriate.

### Network Management

- You will liaise with the wider Technical Services Team to carry out basic network management tasks.
- You will carry out routine network maintenance tasks, such as VLAN changes.
- You will troubleshoot, maintain, and upgrade IT infrastructure with support where appropriate.

- You will be responsible for the documentation and testing of all passwords and infrastructure across the school, ensuring accurate record keeping.
- You will implement Trust IT policies in full, ensure cyber security practices and Trust recommended ways of working are followed at all times.
- You will diagnose and resolve all technical issues, escalating as appropriate.
- Liaising with central team colleagues and third parties where needed, you will ensure timely resolution of IT issues. As site lead you are responsible for managing your helpdesk and meeting SLA expectations. You must ensure that our helpdesk policy and procedures are followed at all times.
- Make changes to web filtering (where appropriate and approval has been given from DSL / senior leaders).
- You are responsible for ensuring Windows Updates are applied to devices within the agreed time period - this may involve some flexible working out of hours to avoid disruption to key school services.

#### Relationships and Communication

- Develop and maintain a constructive, positive working relationship with staff and students to ensure the smooth running of the IT provision.
- Work closely with key stakeholders to ensure IT systems, resources and facilities are managed effectively.
- Provide technical support regarding IT hardware and software, resolving queries and problems.
- Maintain productive working relationships with external service providers, manufacturers, and suppliers to ensure that the best possible value and service is received.
- Provide information as required and liaise regarding projects and initiatives.
- Advise, guide, and instruct staff and students in the use of ICT systems and equipment.
- Point of contact between central IT leads and school-based staff.
- Liaising with school-based staff to address local customizations and IT processes.
- Hold weekly meetings with School Ops managers to ensure timely communication.
- Working with central team colleagues to ensure IT processes are fit for purpose.
- Ensure timely communication with all school stakeholders.
- Respond to helpdesk tickets with X time frame.
- Ensure all tickets are updated with responses and resolutions.
- Encourage staff at all times to use the school IT helpdesk.
- Be a proactive and friendly member of the school team having good relationships with all staff.
- Participate in weekly team meetings
- Proactively engage with team discussions to share knowledge and expertise.
- You will provide training for school staff when requested.

#### Resource Management

- Ensure that hardware and software audits are maintained and that a knowledge base is kept on hardware and software systems accordingly.
- You will ensure all computer equipment is registered on the Trust asset system.
- Track the school's IT assets using the appropriate systems and procedures, carrying out an annual audit of assets as required.
- Ensure adequate and secure storage of consumables and valuable equipment.
- Set up computing and audio-visual equipment for events as required.
- You will carry out proactive checks of the school IT infrastructure, ensuring any issues are dealt with accordingly.



- You will ensure that IT storage and workspace areas are always kept clean and tidy, maintaining a professional working environment.

#### Decision Making

- As the site lead, you will be responsible for owning and managing all aspects of the day-to-day operations, whilst making sure policies and processes are followed, seeking support\advice from the wider team when necessary.
- Provide relevant guidance in decisions regarding school IT policies and procedures.
- Make system and configuration changes in line with appropriate procedures and the Trust's standard operating procedures.
- You will act within your delegated authority to meet the needs of the school, seeking support and guidance from the wider team when required.
- Be able to organise and prioritise workload effectively responding to school requirements.

#### Work Demands

- Be able to work to deadlines but also be flexible to deal with frequent ad-hoc requests and unforeseen circumstances which can be lengthy to resolve.
- Demonstrate flexibility towards schools' requirements ensuring they are met in a timely manner.
- Able to work with and assimilate detailed and complex information which requires periods of mental concentration.
- Understand and apply the school's statutory and organisational data protection requirements and expectations.

#### Physical Demands

- Role involves a considerable amount of computer-based work so DSE regulations will apply.
- Moderate physical effort required – the job will involve some lifting, carrying and installation of workstations.
- May involve working at heights when fault finding or testing.
- A driving license is essential for this role as travel between academies may be required.

#### Other

- You will be expected to support wider IT systems across the Trust, providing technical guidance and first line 'fault-fix' for systems such as BMS, Paxton, Inventory and CCTV, Bell System.
- You will be assigned responsibility for a system or technical process. Following a period of training you will be expected to lead on this area and support other engineers. This is part of our commitment to upskilling and developing our team.
- Lead school specific projects under the supervision and guidance of central team colleagues.
- Support GDPR compliance by ensuring the school understands the consequences of their decisions.
- Carry out CPD through various online platforms.
  - Keep central team colleagues up to date on IT hardware and software requirements on site.

As this is a school-based role, it is expected that you will take most of the annual leave outside of the school working time. Standard hours are 8:00am - 3:45pm Mon-Thursday, 8:00am-3:30pm on Fridays.

As this is a Trust based IT role, you may be moved between schools within the 'local' cluster to meet support and cover demands.

This list is not exhaustive and the postholder should be prepared to carry out any reasonable request or instruction from a line manager, in line with the job grading profile.

#### **CORPORATE RESPONSIBILITIES**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

#### **ADDITIONAL NOTES**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

# PERSON SPECIFICATION



Qualifications and CPD	Essential	Desirable
Working at or towards national occupational standards (NOS) for IT Users and knowledge / skills equivalent to current national qualifications in ICT Level 3 and / or vendor qualifications for the specific hardware / software used.	X	
Experience, Knowledge and Skills	Essential	Desirable
Experience in a range of ICT system and software packages.	X	
Experience supporting end user devices – PC's, iMac's, laptops, iPads etc.	X	
Experience of maintaining and supporting networks - Windows 10, Server 2016, Exchange, Office 365, MIS Office packages, wireless technologies, cloud technologies, SCCM, MDT, school management information systems e.g. SIMS.	X	
Experience of working in an education setting		X
Possess practical and procedural ICT knowledge / skills with hardware and software to support ICT teaching and learning Knowledge and skills equivalent to national qualifications level 3 and vendor qualifications for the specific hardware / software used.	X	
Resolve technical faults and varied IT issues within the Academy.	X	
Ability to work effectively with different stakeholders within the academy and the trust	X	
Ability to manage workload effectively	X	
Excellent customer handling and inter-personal skills, including diagnostic questioning, and the ability to deal with difficult situations	X	
Ability to cope with change and adapt quickly to new and developing technologies	X	
The ability to work proactively with good planning and organisation skills	X	
Good verbal and written communication skills and ability to communicate with all stakeholder levels	X	
Familiar with MS office/O365 to enable the production of reports and record keeping	X	
Personal Attributes	Essential	Desirable
Target focused	X	
Good time management and punctuality	X	
A flexible approach to out of hours working	X	
A self-starter	X	
Ability to problem solve and think creatively	X	
The ability to work proactively with good planning and organisation skills	X	
You will be flexible, reliable, a team player, problem solver, good communicator, well organised, adaptable and proactive.	X	
A full English driving license		X
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		X