



Head of IT & Digital Strategy

Application Pack



**Godalming
College**

June 2026



Dear Applicant,

Thank you for your interest in Godalming College and, specifically, the post of Head of IT and Digital Strategy to start as soon as possible.

This is an exciting opportunity to join our vibrant and successful College, which has a strong reputation for the high quality of its provision for students, as well as a strong culture of learning.

The post has arisen due to the decision of the existing, long standing, postholder to stand down from their role and fulfil another role within the team.

The Head of IT and Digital Strategy is a critical role responsible for shaping and delivering the College's digital and data strategy, ensuring that technology, systems and information effectively support all aspects of College life. Reporting to the Assistant Principal and working closely with the Senior Leadership Team, the postholder provides strategic direction and operational oversight across IT infrastructure, digital services and data management.

The role combines long-term strategic planning with day-to-day leadership of IT and data functions, ensuring the College's digital environment is secure, reliable and responsive to the needs of students, staff and parents. A key priority is to support the College's ambition to become a data-informed organisation, where high-quality data, strong governance and effective reporting enable better decision-making, improved performance and enhanced student outcomes.

The Head leads and inspires a multi-disciplinary team spanning infrastructure, systems, data and development, and is responsible for ensuring that services are well-managed, appropriately resourced and continuously improved. This includes oversight of cyber security, data protection and compliance, alongside responsibility for maintaining resilient systems and business continuity.

In addition, the role will be empowered to drive development and innovation for the College; identifying opportunities to improve processes, enhance the student and staff experience, and make effective use of emerging technologies such as automation and AI.

The successful candidate will work collaboratively across College to ensure that digital and data capabilities are aligned with strategic priorities and support the needs of our wonderful community.

Please complete the online application form, ensuring that each section is completed before proceeding to the next.

The information you provide will enable the selection panel to assess your strengths in relation to the key responsibilities outlined in the job description, as well as the criteria detailed in the person specification.

All applications should be submitted via our online platform, My New Term.

The closing date for applications is Wednesday 17th June at 9am. We plan to notify short-listed candidates by Friday 19th June by email.

The selection process is planned for Friday 26th June.

The application pack comprises of:

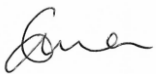
- Letter from the Principal
- Introduction to the College
- Job Description, Person Specification and Terms & Conditions
- Benefits can be found [here](#)
- Leadership Pay Spine
- Department Structure
- Strategic Plan 2026 – 2030 can be found [here](#)

Please feel free to contact HR on 01483 411293 or email HR@godalming.ac.uk if you would like to enquire about the progress of your application or arrange for feedback at any stage of the selection process.

We appreciate that making an application is time consuming and, if you do decide to apply, we thank you in advance for your application. If you would like any further general information, please contact HR via email.

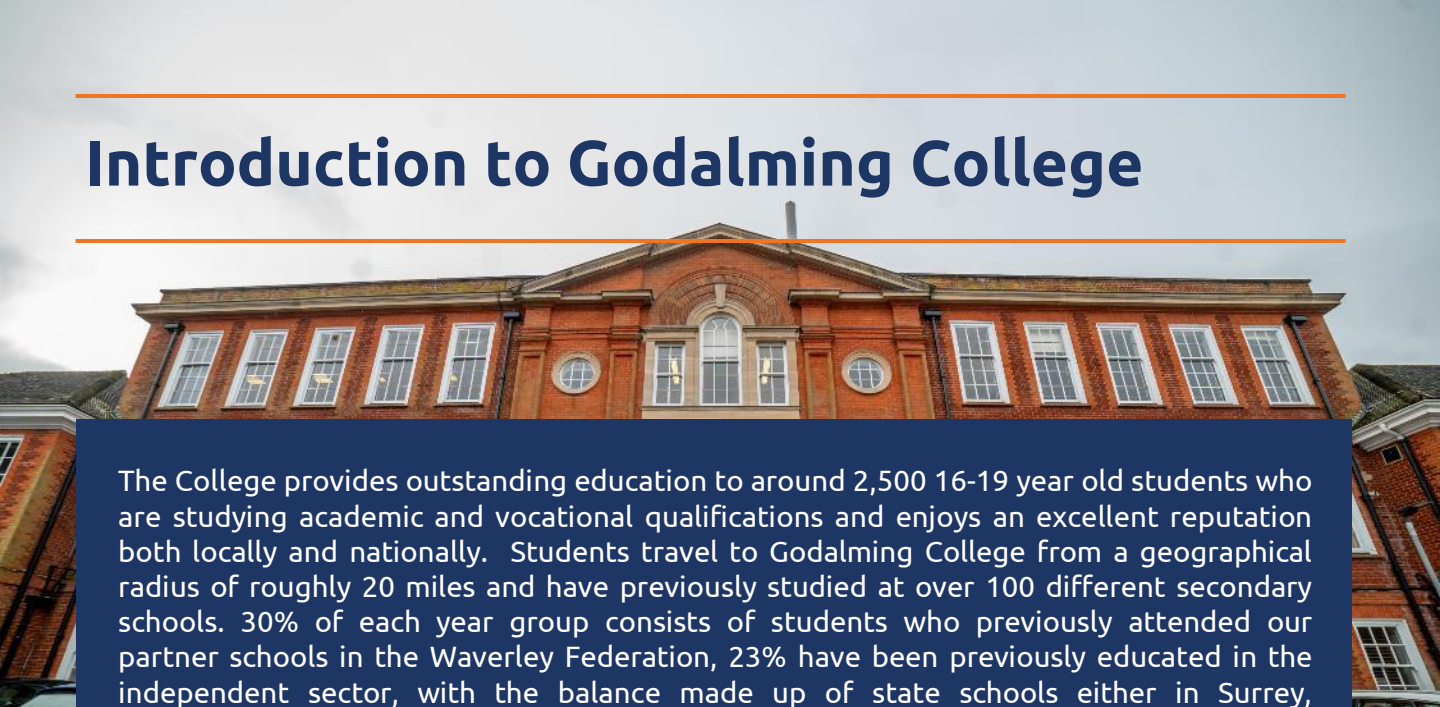
We very much look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

Introduction to Godalming College



The College provides outstanding education to around 2,500 16-19 year old students who are studying academic and vocational qualifications and enjoys an excellent reputation both locally and nationally. Students travel to Godalming College from a geographical radius of roughly 20 miles and have previously studied at over 100 different secondary schools. 30% of each year group consists of students who previously attended our partner schools in the Waverley Federation, 23% have been previously educated in the independent sector, with the balance made up of state schools either in Surrey, Hampshire or West Sussex. The College offers a broad curriculum of 40 different courses at A level, BTEC and GCSE. Taking into account gap years, approximately 75% of students will progress to university, more than a 1/3rd of which gain a place at a Russell Group university. Other students progress to dance and drama schools, conservatoires, art college or into employment or apprenticeships.

Successful

The College has a proven track record of outstanding results. The high grade rates at both A Level and BTEC (Level 3) consistently exceed national benchmarks by some distance.



The last 3 years of exam results data and overview of College performance from a value added and progression perspective can be found [here](#).

Godalming College had its most recent Ofsted inspection in November 2024 and we were delighted to yet again retain our Outstanding status. A copy of the report can be found [here](#).

Vibrant

Our campus offers modern, attractive, stimulating spaces.



Godalming College is an inspiring environment in which to work and study. The buildings provide modern facilities for all subject areas with designated study areas and social spaces which we are constantly looking to improve and upgrade. In addition we have invested substantially in developing high quality IT provision. All teaching staff are issued with a Surface Pro.

Learning



Outstanding teaching and learning is at the heart of the Godalming College experience.

Our aim as a College is to provide students with a study programme which develops skills, awareness and interests, helping to build confidence and provide a basis for students to successfully progress onto their next step, whether that be university, an apprenticeship or the world of work.

Community

There is a strong sense of community at the College, reinforced by a wide range of exciting extra-curricular activities and a comprehensive programme of trips and visits.



Students feel strongly that they are part of a caring and committed community and that this is a key factor in helping them to flourish.



IT and Digital Team Structure

The IT and Digital Strategy function is a well-established and integral part of the College, providing leadership and operational delivery across digital infrastructure, systems, data and reporting. The department is structured to support both the day-to-day running of core services and the longer-term development of the College's digital and data capabilities.

The function comprises:

Head of IT and Digital Strategy

- **IT Team:** Assistant Director of IT, Network Manager, VLE Coordinator/IT Technician and IT Technician
- **Data and Development Team:** Data and Development Lead, Senior Software Developer, Front-End Developer and MIS Manager
- **Registry**, a newly established function reporting to the Director

The Department is responsible for the design, delivery and continuous improvement of the College's IT infrastructure, systems and digital services. This includes ensuring secure, reliable and high-performing technology that supports teaching, learning, communication and operational effectiveness across the College.

The College benefits from a modern and well-developed technical environment, including a Microsoft Active Directory domain, a Microsoft Azure tenancy (A5 licensing), and a strong foundation in cloud-based services. The department is actively progressing its transition to cloud-based systems and digital services, with increasing use of Azure-based solutions to support development, integration and online delivery. The Data and Development Team utilises technologies including MS SQL, Power Platform (Power Apps and Power BI) and Dynamics to support reporting, automation and system development, forming a core part of the College's future digital and data strategy.

The team works collaboratively across the College, combining technical expertise with a strong service ethos, and is committed to continuous improvement to ensure digital and data services evolve in line with the College's strategic priorities.

JOB DESCRIPTION

Job Title: Head of IT and Digital Strategy

Line Manager: Assistant Principal- Communications

Summary of Job

The Director of IT and Digital Strategy leads and continually develops a secure, agile and future-focused digital environment that underpins every aspect of College life. This role is core to the College ambition of being a truly data-informed organisation, where insight and evidence shape decision-making, empower staff, and enable students to thrive.

Combining strategic leadership with operational excellence, the Director will ensure digital infrastructure, systems and data capabilities which enhance the student and staff experience, while maintaining the highest standards of cyber security, resilience and service quality.

Responsibilities

Strategic Leadership

- Develop, implement and regularly review the College's Digital Strategy, ensuring alignment with the College's Strategic Plan
- Translate strategic vision into clear, deliverable roadmaps with responsibilities and measurable outcomes
- Provide strategic leadership and guidance to the IT and Data and Development Teams to deliver an exceptional IT service, fostering a culture of innovation, collaboration, and continuous improvement
- Lead digital transformation initiatives to ensure a personalised, responsive and inclusive user experience, optimising operational processes to improve outcomes, experiences and workloads for students and staff
- Provide expert strategic advice to the Senior Leadership Team and ensure strong stakeholder engagement across the College, with clear governance, reporting and escalation structures
- Ensure all projects are delivered to time and budget and are informed by robust stakeholder consultation
- Establish and maintain strong partnerships with our technology partners, the S7 Consortium and wider sixth form college networks, as well as industry experts to stay abreast of emerging trends and opportunities

People and Team Management

- Line manage the Assistant Director of IT, the Data and Development Lead, and the Registry Manager
- Lead, inspire, and develop a high-performing IT team across infrastructure, applications, support, and digital services
- Foster a positive, inclusive, and collaborative team culture that reflects the College's values and promotes continuous improvement and service excellence
- Set clear objectives aligned to the College's strategic plan and ensure team accountability for delivery
- Establish and monitor individual and team performance metrics
- Conduct regular performance reviews, professional reviews, and development planning to ensure the team are abreast of the latest technologies
- Drive digital capability development across the College, promoting effective use of technology beyond the IT team

Contracts and Budget Management

- Develop, manage, and monitor the IT Revenue and Capital budget, including a rolling 3-5 year financial plan, ensuring alignment with the College's strategic objectives and priorities
- Produce accurate financial forecasts, track expenditure, and ensure effective cost control
- Identify opportunities for efficiency savings while maintaining or improving service quality
- Develop robust business cases for significant IT investments
- Lead procurement processes for IT systems, services, and infrastructure in line with College policies and public sector regulations. Evaluate suppliers and solutions to ensure best value, quality, and strategic fit. Ensure contract renewals and retendering are planned and managed in a timely manner.
- Negotiate, manage, and oversee contracts with IT suppliers, ensuring favourable terms and value for the College
- Monitor supplier performance against agreed service levels and key performance indicators
- Build strong, professional relationships with key suppliers, addressing underperformance, contract risks, and disputes effectively and proactively
- Stay informed about market trends and pricing to support informed purchasing decisions

IT Infrastructure

- Provide strategic oversight of the College's infrastructure, including the design, development, deployment and ongoing management of networks, systems, cloud services and end user devices
- Ensure the reliability, integrity, security and functionality of all IT systems, overseeing the maintenance, upgrades and replacement of IT systems and infrastructure
- Oversee continuous development in IT service delivery, ensuring responsiveness to user needs and high levels of satisfaction
- Ensure the resilience of all IT systems with appropriate and regularly tested disaster recovery and business continuity planning
- Work with the Assistant Principal, Communications to ensure the most effective use of the College's outward-facing digital footprint, including the website and other digital platforms

Data and Development

- Oversee the management of Data and Development priorities, alongside the Data and Development Lead, MIS Manager and SLT, ensuring deadlines and priorities are met
- Ensure the College databases and data are accurate and reporting is fit for purpose to enable achieve its strategic aim of being 'data informed'
- Ensure data is appropriately maintained with clear governance, definitions and documentation
- In collaboration with the Data and Development Lead, ensure the College meets all of its funding returns and IT/data related audit requirements
- Identify and prioritise opportunities for data automation and enhanced data capabilities
- Lead the development and implementation of AI and data strategies to leverage analytics, automation and emerging technologies to support operational improvement and innovation
- Develop and advise on appropriate policies on the safe and effective use of AI

Cyber Security and Compliance

The Director of IT and Digital Strategy will be responsible for oversight of the College's Data Protection function, acting as the named Data Protection Officer where appropriate, or managing an externally appointed DPO. They will report directly to the Principal for the purpose of this element of role.

- Act as the College Data Protection Officer (or oversee the DPO function, if externally appointed), ensuring compliance with UK GDPR and Data Protection legislation
- Responsible for the management of FOI requests and subject access requests
- Implement and maintain information security standards as required, such as Cyber Essentials Plus and ISO 27001
- Develop, implement and monitor relevant Data Protection, Cyber Security and IT Acceptable Use policies and procedures
- Ensure the College has the controls in place to provide a safe IT environment for students and staff, with robust IT Disaster Recovery and Business Continuity plans and procedures, which are regularly reviewed and tested
- Research and evaluate emerging cyber threats and develop solutions to mitigate risk, updating the College's Strategic and Operational risk registers accordingly.
- Develop and deliver a programme of cyber security awareness training and data management training for staff, students and trustees

Other Duties

- Be a member of the college's Upper Management Team
- Attend the Trustee Resources Committee meetings as required
- Participate in the College Professional Review Scheme and training programmes
- Demonstrate an awareness of and commitment to Equality, Diversity and Inclusion, Health and Safety and Safeguarding in accordance with the College Policies
- Adhere to the College's Data Protection Policy
- Carry out other reasonable requests as required by the Principal

This job description may be varied according to the needs of the College and after consultation.

PERSON SPECIFICATION FOR POST OF HEAD OF IT AND DIGITAL STRATEGY

The successful candidate will have the following essential experiences, skills and values:

Experience, Knowledge and Qualifications

- Educated to degree level or with equivalent relevant professional experience
- Experience of working in a complex, multi stakeholder organisation with competing priorities
- Experience in managing large multi-faceted teams with complex project delivery, large workloads and varied end user needs
- Experience in using and developing technologies and embedding these in a business setting
- Strong understanding of IT infrastructure, systems, cyber security and cloud services, with the ability to provide strategic oversight and challenge
- Proven experience of leading organisational digital strategy and delivering large scale transformation initiatives
- Up to date knowledge of industry trends, emerging technologies and best practices in IT management
- Significant experience of managing complex revenue and capital budgets, with a strong focus on value for money and strategic investment
- Strong understanding of programme and project management approaches, with experience delivering complex organisational change
- Solid understanding of relevant legislation, regulatory and best practice requirements underpinning IT cybersecurity, data governance and GDPR
- Understanding of digital platforms (e.g. websites, CRM, student systems) and their role in enhancing engagement, reputation and user experience
- Experience of establishing or operating effective IT governance, risk management and compliance frameworks

Personal Skills and Qualities

- Highly credible leader with the ability to influence and challenge at senior and trustee level
- Strong leadership and strategic thinking skills
- Approachable and consultative
- Resilient and able to work under pressure and manage multiple priorities
- Understanding and empathy with the pressures that students and staff operate under
- Ability to develop creative solutions to problems
- Exceptional interpersonal skills with the ability to engage with technical and non-technical stakeholders effectively
- Ability to engage and influence at the highest level, with excellent written and oral communication skills
- Committed to high standards with a strong attention to detail
- A positive, resilient approach, with humility and a collaborative mindset
- Positivity and a willingness to learn
- Highly committed to maintaining and developing professional knowledge/skills
- Ability to lead teams through change with clarity, empathy and strong communication

Values

- Commitment to a collective, inclusive and consultative leadership style
- A people person with a drive to develop and empower team members
- Strong commitment to continuous improvement
- Understanding of the unique nature of the 16-19 age group and the importance of this phase of educational and personal development
- Commitment to Equality, Diversity and Inclusion, in all its manifestations, and the establishment of fair and equitable working practices

The following would also be desirable

- A degree in Computer Science, IT or related field
- Relevant certifications such as ITIL, PMP, CISSP, or CISM
- Experience operating at senior leadership level in an IT, digital or data function, ideally as a Director or equivalent
- Experience in the education sector, particularly within a college or university setting
- Experience of Agile or product based delivery approaches
- Familiarity with enterprise platforms such as Microsoft 365, Azure and modern application development environments
- Experience of implementing AI in education or business operations

Godalming College Staff Benefits

At Godalming College, we believe that our greatest asset is our people. We are committed to ensuring that our staff feel valued, supported, and motivated. The leaflet within the below link is designed to provide you with an overview of the fantastic benefits available to Godalming College Staff. From health and wellness activities to professional development opportunities, there are a range of benefits to help staff thrive both personally and professionally. Whether staff are looking to enhance their skills, maintain a healthy work-life balance, or enjoy some well-deserved perks, we've got everyone covered. Take a moment to explore the various benefits offered to our staff within this guide.

https://www.godalming.ac.uk/Staff_Benefits_Guide_2025-026.pdf

Godalming College Support Staff Pay Spine – September 2025 (additional area allowance on all points of £1341 per year)

GC Grade	NJC Point		GC Grade	NJC Point		GC Grade	NJC Point	
SS1	3	24759	SSM1	24	42081	SSD1	37	57263
SFC5	5	25159		25	43143		38	58537
SS2	6	25558		26	44203		39	59810
	7	25951		27	45267	SSD2	40	61117
SS3	8	26343	SSM2	28	46326		41	62453
	9	26818		29	47497		42	63817
	10	27733		30	48665	SSD3	43	65212
SS4	11	28634		31	49831		44	66636
	12	29544	SFC32	32	50999		45	68094
	13	30444	SSM3	33	52275	SSD4	46	69582
SS5	14	31324		34	53440		47	71102
	15	32199		35	54711	SSD5	48	72659
	16	33232		36	55985		49	74247
	17	34253					50	75871
SS6	17	34253						
	18	35395						
	19	36564						
SS7	20	37734						
	21	38897						
SS8	22	39957						
SFC23	23	41019						

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 8 = £26,343 + £1,341 = £27,684

36.42 hours per week x 39 weeks per year = 1420

1420 x £27,684 divided by 1659 = £23,695.76 pa = £1,974.64 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42

Example: point 8 = £27,684 / 365 x 7 / 36.42 = £14.58