![Thornhill Academy logo]

Thornhill Academy

BUILD YOUR DREAM CAREER

Join our Team!

WELCOME FROM THE CEO

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

Dear Candidate,

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Principal of this academy. All our staff at Thornhill are committed to giving our students high-quality education; an education that will help them become the best they can be. As well as aiming to prepare our students for success in studying at the Academy, we aim to prepare them for success in their life beyond Thornhill too.

At Thornhill Academy, we aim to work collectively with our local community to provide the highest-quality education in an environment which is welcoming and inclusive. Our mission is simple- to enable children to access the best university or alternative fulfilling career. This means that, in time, they will contribute positively to their community. Every member of our Academy is clear on what we want to deliver to current and future students, through equal opportunities, for every pupil to succeed. There are no excuses for under achievement at Thornhill.

Thornhill Academy is proud to be part of Consilium Academies Trust. As part of Consilium, we are dedicated to working towards the Consilium vision of 'Excellence and Equality with Integrity.' However, we also operate from three school values of effort- we work hard, fairness and kindness.

Our Ofsted recent inspection in May 2024 which graded the school as 'good' highlights the rapid improvement journey our school is on. We are not stopping there and have a lot more to achieve- this is a really exciting time to join us! Our school is also due to be rebuilt- with construction work commencing in April of 2026.

I look forward to receiving your application.

Yours sincerely,

Mr. L. Clark.

ABOUT THE SCHOOL

Thornhill Academy is an 11 to 16 secondary academy, with over six hundred students which occupies a large site in close proximity to Sunderland City Centre. Thornhill Academy is a unique school in its area, this uniqueness comes from the diversity of our student population. Across the school, students come from 14 different ethnicities, with 35 different languages. We are proud to be this vibrant and diverse community and have developed a culture that has moved far beyond tolerance and one in which we celebrate, learn from, and embrace our differences. The diversity of our community offers students and staff rewarding and deeply engaging experiences and supports staff on their journey to become inspirational and reflective practitioners, improving life chances for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment and excellence.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing and learning from challenges. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

In December 2022, we were delighted to be named on the Department of Education's list of schools as part of the School Rebuilding Programme (SRP), being named in July 2023 as one of the fifty initial schools for development. We are now beginning the exciting journey to bring a state-of-the-art school to our community.

ABOUT THE TRUST

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

JOB TITLE:	Academy IT Lead
REPORTS TO:	Head of IT
CONTRACT:	NJC Grade 7 (SCP 23 – 26)
WORKING PATTERN:	Permanent, All Year Round
GRADE:	Full Time
ACTUAL SALARY:	£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 maybe 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, Inventry 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.
- 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