Northern Education Trust – Job Description

Job Title:	Executive Director of Digital Transformation & ICT	**JE Reference:**	JE411
Base:	Central Team/North Shore Academy		
Reports to:	Chief Operating Officer	**Grade:**	Grade 13
Service responsibility:	Digital, Data & ICT	**Salary:**	SCP 58-60
Additional:	Some travel may be required.	**Term:**	Permanent, 37 hours per week, whole time

JOB PURPOSE

- Provide strategic leadership, vision, and executive governance for all aspects of digital transformation, data and educational technology, and IT
- Drive bold trust-wide digital and data innovation, ensuring technology, data and artificial intelligence enhance teaching and learning, outcomes and life chances, staff workload, and operational efficiency
- Direct and line manage the director of IT & infrastructure, and the trust data and digital team to ensure robust, secure, scalable, and intelligent systems that give leaders the right information at the right time.

JOB SUMMARY

Strategic Digital Leadership & Innovation

- Shape and deliver an ambitious multi-year trust digital, data & educational technology strategy that moves the trust ahead of the sector, in line with its strategic objectives.
- Work with executive and academy leaders to embed proven educational technology in curriculum, assessment, and pedagogy, safely and to measurable effect.
- Lead digital change with energy and clarity, building a culture of curiosity, experimentation and digital confidence among teaching and support staff.
- Drive operational efficiency by identifying and leading automation, process digitalisation, and workflow redesign projects across central functions and academies.
- Lead on the most effective use of the trust's outward-facing digital footprint, including websites, social media, and other digital platforms.

Data, Insight & Analytics Leadership

- Line manage, develop, and inspire the trust data team, building a high-performing, forward-thinking analytics function that serves academies and the executive team.
- Lead a trust-wide data strategy that treats data as a strategic asset, creating a single, trusted source of truth across academies.
- Transform assessment, attendance, behaviour, and progress data into clear, timely and actionable insight, using interactive dashboards and self-service reporting.
- Pioneer predictive and AI-enabled analytics that identify students at risk of underachievement early and point leaders to the interventions with the greatest impact.

- Ensure the trust's data systems, including the management information system (MIS), assessment platforms, and data warehouse, are integrated, efficient and fit for future growth.
- Secure accurate, timely statutory returns, including the school census and DfE data collections, and lead continuous improvement of data quality across all academies.
- Build data literacy at every level so that staff are confident using evidence to make decisions.
- Bring the data, digital and IT functions together so that insight, systems, and infrastructure are designed as one.

Artificial Intelligence (AI) & Emerging Technologies

- Lead the trust's overarching approach to Artificial Intelligence, positioning it at the forefront of safe, high impact, ethical, and effective governance frameworks in alignment with Department for Education (DfE) guidance.
- Write and keep under review trust-wide AI policies that balance innovation with data privacy, academic integrity, and safeguarding.
- Scan the horizon for emerging technologies and run pilots that give the trust early, evidence-based adoption.

Strategic Governance, Risk & Performance

- Advise the executive team and board on digital and data opportunities, emerging technology trends, and the investment case for innovation.
- Oversee trust-wide compliance with the DfE Digital and Technology Standards, establishing gap analysis protocols, strategic investment pipelines, and regular executive progress reporting.
- Lead data governance across CT and analytics, working with the data protection officer and director of governance.

Infrastructure & Cyber Security Governance

- Hold executive accountability for the trust's IT infrastructure, cloud environment, networks, and disaster recovery, delegating operational delivery to the director of IT & infrastructure.
- Drive a culture of cyber resilience, ensuring appropriate certifications, tested incident response, and alignment with statutory frameworks.
- Work with the trust designated safeguarding lead (DSL) and the IT leadership team to guarantee filtering and monitoring systems strictly meet Keeping Children Safe in Education (KCSIE) and DfE standards.

Financial Strategy & Commercial Management

- Shape and manage the multi-year capital and operational digital and data budget, focusing investment where it delivers the greatest impact and value for money.
- Lead major technology procurement, enterprise contracts, and strategic supplier partnerships in strict alignment with the Academy Trust Handbook and public procurement regulations.
- Direct a fast, seamless digital and data onboarding model for academies joining the trust, so they benefit from trust systems and insight from day one.

Executive Leadership & Line Management

- Provide line management, professional development, and performance appraisal for all direct reports in the digital, data, and IT teams, growing future leaders and specialist talent.

- Establish clear key performance indicators (KPIs) for digital transformation and data impact and evaluate the return on technology and analytics investments across the trust.
- Model the trust's vision and values, fostering collaboration between educational, operational, and technical leadership teams.

Data Protection/GDPR

- Adhere to GDPR and data protection regulations, whilst maintaining confidentiality at all times.

Safeguarding

- Follow all safeguarding and child protection policies and procedures.

General

- Participate in wider trust meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …… Date: ……..

This job description was first drafted on 12/10/26