



**Burnside  
College**



# IT Manager Application Pack

Burnside College  
St Peters Road  
Wallsend  
Tyne & Wear  
NE28 7LQ

T: 0191 2598500  
E: [office@burnsidecollege.org.uk](mailto:office@burnsidecollege.org.uk)  
[burnsidecollege.org.uk](http://burnsidecollege.org.uk)



Wellbeing Award  
for Schools

2023-2026





Dear Colleague,

Thank you for your interest in joining our team. Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

The school went through a considerable period of change following the 2017 inspection in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community. Our team continues to expand year on year as a result of now being oversubscribed.

These improvements were secured through a relentless focus on teaching and learning; we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

Standards have continued to remain high at Burnside and there is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart.

In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for early years teachers. School leaders are considerate of the workload and wellbeing of staff and the school provides good career progression opportunities. We were delighted to once again receive the Wellbeing Award for Schools in 2023 and the inspection report stated that "Burnside College is a happy place to work and learn." In 2023-24 as part of our continued commitment to staff wellbeing, all teaching staff receive at least 33% additional non-contact time.

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson  
Headteacher

## The Role: IT Manager

<b>Type of Contract:</b>	<b>Full Time, permanent, 52/52</b>
<b>Salary/Scale:</b>	<b>Grade 8 £30,151 - £33,820*</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date for Applications:</b>	<b>9am Friday 1st December 2023</b>
<b>Interview Date:</b>	<b>w/c Monday 4th December 2023</b>

\*Pay award pending

We are seeking to appoint a dynamic and experienced individual to manage the school's IT infrastructure and lead the IT team in providing an efficient and effective level of service. This is a full time permanent position.

Applicants will be highly motivated and knowledgeable in the field of IT. The IT Manager will facilitate teaching and learning by collaborating with senior leaders, curriculum leaders and suppliers to maintain and develop an infrastructure capable of keeping pace with the school's evolving needs. This includes online learning through the availability of learning resources and pre-recorded and live lessons through electronic means. The core purpose of the role is to uphold the fundamental standards of **pride, respect** and **achievement** demonstrated across all areas of the school.

### The successful candidate will:

- Provide day to day management of all IT systems including hardware and software
- Identify development opportunities that will promote teaching and learning
- Contribute to the school's strategic IT vision
- Provide technical support to students, staff and other stakeholders
- Line manage and facilitate the training of the IT team
- Ensure the school achieves value for money from IT procurement
- Ensure systems are GDPR compliant and adhere to regulatory requirements
- Identify, manage and maintain all aspects of IT security

This post is a 52/52 contract which requires additional hours to be worked over the course of the year to allow for time off across all school holidays. There is an expectation that some time during school holidays will be worked to carry out essential maintenance. Holidays during term-time are not permitted.

Burnside College is a good school, with outstanding sixth form provision. We put teaching and learning first and are committed to providing a high quality and inclusive learning experience for all. Furthermore, we are committed to the development of staff and you will be joining a supportive school with an excellent environment in which to continue your professional development.

If you would like any further information, or to discuss this role in more detail, please contact Matt Swain, Deputy Headteacher, at [m.swain@burnsidecollege.org.uk](mailto:m.swain@burnsidecollege.org.uk)

## **Purpose of the role (job statement)**

Under the guidance of senior staff: provide specialist support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils.

## **Main Duties (where appropriate to the role)**

- manage specialist curriculum/resource function:
- allocation and monitoring of work
- line management, training and appraisal of support staff
- part of management team, involved in planning, budget responsibilities
- lead on discrete areas – responsible for design and delivery of support requiring advanced level of knowledge
- use specialist skills/training/experience to support pupils
- provide feedback to pupils in relation to progress and achievement
- be responsible for creation and maintenance of purposeful, orderly and productive working environment
- be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
- production of lesson/work plans, worksheets, plans etc within an agreed system of supervision
- take a lead role in planning, development and organisation of systems/procedures/policies
- manage records, information and data, producing analysis and reports
- promote and ensure the health and safety and good behaviour of pupils at all times
- undertake marking of pupils' work within specialist area and accurately record achievement/progress (where applicable to the role)
- administer and assess/mark tests and invigilate exams/tests related to specialist subject
- be responsible for the management of stock levels including management of a budget and regular audit of resources
- be responsible for maintenance/quality/safety of specialist equipment
- demonstrate and assist in the safe and effective use of specialist equipment/materials
- provide highly specialist advice and guidance, as required
- deliver learning activities to pupils within an agreed system of supervision in specialist area

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- contribute to the overall ethos/work/aims of the school
- establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- lead for whole school in specialist area and share expertise and skills with others
- recognise own strengths and areas of expertise and use these to advise and support others
- participate in training and other learning activities and performance development, as required
- be responsible for the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school
- manage a team of support staff
- liaise between managers/teaching staff and support staff
- hold regular team meetings with managed staff
- represent support staff at teaching staff/management/other appropriate meetings
- undertake recruitment/induction/appraisal/training/mentoring of other support staff

## **Responsibilities**

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required.

## Person Specification

<b>Criteria</b> <b>E = Essential D = Desirable</b>	
<p><b>Skills, Knowledge and Aptitudes</b></p> <ul style="list-style-type: none"> <li>• Effective use of ICT to support learning</li> <li>• Use of specialist equipment/resources</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation</li> <li>• Working knowledge of national curriculum in specialist area according to particulars of the post</li> <li>• Understanding of statutory frameworks relating to teaching, according to particulars of the post</li> <li>• Ability to organise, lead and motivate a team</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Relevant knowledge of first aid</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Current NVQ level 2 in English and Maths or equivalent and NVQ level 4 or degree equivalent in relevant discipline/job role</li> <li>• Comply with Health and Safety Legislation</li> <li>• Specific training in specialist area</li> </ul>	<p>E</p> <p>E</p> <p>E</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in specific area in a learning environment</li> </ul>	<p>E</p>
<p><b>Disposition</b></p> <ul style="list-style-type: none"> <li>• Reliable</li> <li>• Friendly and helpful attitude towards others</li> <li>• The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body</li> <li>• To uphold the school's policy in respect of child protection matters</li> <li>• This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder</li> <li>• All staff members participate in the school's performance management/appraisal scheme.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.  
This post is exempt from the Rehabilitation of Offenders Act.

## How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Miss K Drury  
FAO: Mr D Jamieson  
Burnside College  
St. Peter's Road  
Wallsend  
NE28 7LQ  
or electronically to [k.drury@burnsidecollege.org.uk](mailto:k.drury@burnsidecollege.org.uk)

Please contact the school if you require any further information relating to this post.  
Telephone: 0191 2598500

**Closing Date: 9am Friday 1st December 2023**

**Interview Date: Week commencing Monday 4th December 2023**

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