JOB DESCRIPTION

Job Title: Group Director of Emerging Technologies & Trust Information Systems

Responsible to: Group Chief Information & Estates Officer

Spine Range: [see vacancy listing]

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The London & South East Education Group (comprising London South East Colleges [LSEC] and London South East Academies Trust [LSEAT]) is seeking a visionary and strategic **Group Director of Emerging Technologies & Trust Information Systems** to shape and drive the Group's adoption of AI and emerging digital tools in education and operations. This cross-cutting role will sit outside of existing IT and Estates accountabilities and instead act as a dedicated force for innovation, curriculum transformation, and strategic enablement.

MAIN PURPOSE OF THE JOB:

This newly created role leads the Group's strategic development and practical enablement of AI and emerging technologies, transforming pedagogy and business operations alike.

Operating across both the College and the Trust, this position ensures that ensures that teaching, learning, and business operations are transformed through smart use of emerging technologies—enabling future-ready environments, modernised workflows, and reduced administrative burdens. This includes reimagining working practices to improve efficiency, empower staff, and enhance the learner and employee experience, all underpinned by responsible governance and inclusive access.

This role enables and empowers innovation rather than controlling it—creating the conditions, infrastructure, and policy landscape to support curriculum and operational leaders in their own digital transformation.

KEY RESPONSIBILITIES OF THE JOB HOLDER:

Strategic Leadership

- **Lead the Emerging Technologies strategy**, aligned to Project Mayflower (Group Strategic Project for AI) and the Group IT & Digital Strategy 2025–2030
- **Drive adoption of AI and digital tools** to transform teaching, learning, and operations—automating tasks, reducing workloads, and enabling data-informed decisions
- **Deliver business transformation** by embedding smarter working practices and modernising core processes across the Group, in conjunction with Group Services Directors
- **Build impactful relationships** with stakeholders at all levels, demonstrate a solutions-focussed mindset and overcome challenges with a can-do attitude

Curriculum and Pedagogical Collaboration
- **Drive innovation in teaching and learning** through the integration of emerging technologies.

- **Collaborate with senior leaders and curriculum teams** to align digital tools with pedagogy, quality, and sector priorities.
- **Co-create tech-enhanced educational models** that reflect industry needs and regional transformation goals.

Innovation Ecosystem and Infrastructure
- Lead on the design, development, and activation of an '**Emerging Technology Centre**'—a physical and/or virtual innovation hub—for testing and showcasing digital tools across the Group.
- Identify and support opportunities for **digital transformation of core business functions** (e.g. HR, finance, estates, curriculum admin), working with relevant departments to embed automation, improve user experience, and reduce manual effort.
- **Ensure appropriate tooling, equipment, and digital infrastructure** are in place to support experimentation and scale-up of successful innovations.

Governance and Policy
- **Establish and oversee policy frameworks** for the ethical use of AI, data privacy, and information governance in line with ISO standards and Group commitments.
- **Support robust yet agile governance** to ensure innovation doesn't compromise integrity, privacy, or accessibility.

Digital Literacy and Adoption
- Work with CPD leads to roll out **AI and digital skills development** for staff and students—including AI literacy, prompt engineering, and responsible usage.
- Help design **staff/student skills baselines** and support development through hands-on engagement and toolkits.

Trust IT and MIS Oversight
- Provide **strategic oversight and support to IT operations at LSEAT**, including line management of the Trust IT Manager and acting as key liaison between the Group's IT teams and the Trust's school operations, and ensuring alignment with the wider Group digital strategy.
- **Strategic development of the Trust's MIS** integration, reporting, and data-driven decision-making.

KEY CONTACTS

The role will work closely with several key contacts to ensure the successful implementation and integration of digital innovations across the Group. These contacts include:

- **Group Chief Information & Estates Officer**: line manager and oversight of the group's IT
- **Group Chief of Staff & Governance Director**: responsible for GDPR and the Group PMO
- **Learning Technologist** (LSEC): a new role, starting in September 2025; will support College staff in the use of digital and blended learning, delivering training, developing training resources, and resolving queries related to teaching and learning
- **Deputy Principal Quality & Innovation** (LSEC): line manager to the College's Learning Technologist and responsibile for integrating digital technologies into the curriculum
- **Headteacher for Warren Road**: oversees the AI working group in the Trust
- **Trust IT Manager**: oversees the activies of the Trust's outsourced IT service provider, provides strategic development and assurance of data and IT systems across the Trust
- **IT Services Manager, IT Operations Manager and Service Desk & Sharepoint Manager** (key roles within the College IT Services team)
- **Digital Champions** from curriculum and business support teams across College and Trust
- **Group Directors**, **Deputy Principals** (LSEC), **Headteachers** (LSEAT)

GENERAL

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All Group employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity Policy and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy
- To work in accordance with the Data Protection Act and to ensure that all new systems are reported to the Data Protection Controller.

This role is a catalyst for digital transformation—bridging innovation, education, and operational excellence to meet the evolving needs of our learners, staff, and communities.

PERSON SPECIFICATION

Qualifications:

	Essential	Desirable
A good standard of general education	x	
Minimum of level 2 literacy and numeracy or willingness to complete	x	
A degree or equivalent professional qualification	x	

Knowledge & Experience:

	Essential	Desirable
Proven experience in digital innovation, technology strategy, or transformation leadership in education or a related sector.	x	
Deep understanding of AI, automation, and data in education and/or organisational operations.	x	
Strong hands-on experience with Power BI, including building and managing dashboards and visual reports.	x	
Experience analysing MIS data to inform strategic planning and improve educational outcomes.	x	
Familiarity with emerging technologies including XR (VR/AR), robotics, esports, and hybrid learning.	x	
Working knowledge of Arbor (or similar MIS platforms)		x
Familiarity with Microsoft Copilot tools (Copilot for Microsoft 365 and Copilot Studio)		x
Experience working across both FE and school sectors, or within a multi-academy trust or education group.		x

Skills and Competencies:

	Essential	Desirable
Excellent data analysis and interpretation skills.	x	
Ability to lead cross-functional projects and influence without formal line management authority.	x	
Strong project management and strategic planning skills.	x	
Excellent verbal and written communication skills, able to engage with a wide range of stakeholders.	x	
Proficiency in producing clear and engaging visual reports and presentations using digital tools.	x	
Understanding of educational accessibility, SEND inclusion, and project-based learning models.		x

Other qualities:

	Essential	Desirable
Collaborative and proactive approach to working across departments and organisations.	x	
Commitment to continuous learning and staying updated with emerging digital trends.	x	
Passionate about equity, inclusion, and the ethical application of technology.	x	
Comfortable operating in a dynamic, socially purposed organisation focused on community impact and transformation.	x	