

Additional: Group Staffing & Governance

This document has an extended governance guide for groups.

School Governance

The Digital Leader (DL) is part of the senior leadership team and has decision making authority, all technology related budget and resources allocation must be approved by the DL.

- School Technology Team to Meet weekly
 - Digital Leader
 - Head of Infrastructure & Operations + Support Officers
 - Head of Information Services + Support Officers
 - Head of Educational Technology + Support Coaches

- The school should form a technology steering group, meeting quarterly to review school improvement plan and project updates, the group should be senior figures in the school for example:
 - Principal
 - Bursar
 - Heads of Schools
 - Director of Learning
 - Digital Leader
 - Head of Infrastructure & Operations
 - Head of Information Services
 - Head of Educational Technology
 - Finance Manager
 - Admission Manager
 - HR Manager
 - Facilities Manager
 - Safeguarding Lead

If the school is part of a group the staffing model is completely scalable. The regional / global roles are to ensure consistency, collaboration and shared resources across the organisation.

Obviously depending on the size of the group the regional section might be removed, therefore for smaller groups the school staff work directly with the global staff. The purpose of the governance and regular communication is for schools to feed requirements and updates to regional and global teams who in return can allocate support, resources and where required directives to ensure standards are met and progression is made.

Staffing Reporting Matrix

School DL > Regional DL > Global DL

For IO, IS & ET leads the reporting line will be to the school DL, however there will also be an additional line of action and support to the regional IO, IS & ET leads to promote group consistency and collaboration

- School Head of IO > Regional Head of IO > Global Head of IO
- School Head of IS > Regional Head of IS > Global Head of IS
- School Head of ET > Regional Head of ET > Global Head of ET

Governance & Communication Teams

Global Technology Steering Group to Meet Quarterly:

- CEO
- CFO
- Global DL
- Global Head of IO
- Global Head of IS
- Global Head of ET
- Global Director of Learning
- Global Finance Manager
- Global Admission Manager
- Global HR Manager
- Global Facilities Manager
- Global Safeguarding Lead

Regional Technology Steering Group to Meet Quarterly:

- Regional MD
- Regional FD
- Regional DL
- Regional Head of IO
- Regional Head of IS
- Regional Head of ET
- Regional Director of Learning
- Regional Finance Manager
- Regional Admission Manager
- Regional HR Manager
- Regional Facilities Manager
- Regional Safeguarding Lead

Global DL Team to Meet Monthly

- Global DL
- Regional DLs

Regional DL Team to Meet Monthly

- Regional DL
- School DLs

Global IO Team to Meet Monthly

- Global Head of IO
- Regional Head of IO

Regional IO Team to Meet Monthly

- Regional Head of IO
- School Head of IO

Global IS Team to Meet Monthly

- Global Head of IS
- Regional Head of IS

Regional IS Team to Meet Monthly

- Regional Head of IS
- School Head of IS

Global IS Team to Meet Monthly

- Global Head of ET
- Regional Head of ET

Regional IS Team to Meet Monthly

- Regional Head of ET
- School Head of ET

Regional Technology Team to Meet weekly

- Regional DL
- Regional Head of IO
- Regional Head of IS
- Regional Head of