



DUBAI COLLEGE
A tradition of quality in education

Director of Digital Technology

Required for April 2018

Vacancy Information



Director of Digital Technology

The Post

Dubai College is seeking to appoint an experienced, effective and creative Director of Digital Technology from April 2018. The Director of Digital Technology will work alongside the Headmaster, the Deputy Head Pastoral, the Deputy Head Curriculum, the Deputy Head Learning & Teaching and the Bursar.

While independently minded Dubai College is very much part of the UAE and Dubai educational landscape and as a consequence the successful candidate will need to navigate the ambitious vision of the College alongside the UAE Vision 2021. In addition to their primary responsibility for the oversight, maintenance and development of all IT support services within the College, the successful applicant will be a strategic thinker with excellent communication skills who can work with both teaching and non-teaching staff in order to reduce workload and create efficiencies across the organisation.

It will be incumbent upon the Director of Technology to develop further the school's digital strategy in consultation with all major stakeholders. In the short term there will need to be a particular focus on effective, evidence-driven recommendations for the integration of digital technologies, activities and contexts into the classroom. Whatever we do as a College our strategy will keep learning first.

As the leading British school in Dubai, we have a significant legacy and reputation to uphold. Candidates seeking to implement an off-the-shelf digital solution need not apply. The successful candidate will need to be sympathetic to the needs of our highly able student body and sufficiently resilient to cope with the demands of a high-intensity workplace.

The Department

The IT Department is responsible for IT infrastructure, the maintenance of the MIS, academic systems, co-curricular systems, and their integration. From a recent external IT Audit, "We note that the nature of interaction between teaching staff, students and IT provides for an

environment where ideas can be shared, explored and tested. This model of healthy interaction can allow for shared 'visions' to be created and pursued".

Dubai College comprises 12 buildings on a single site. The network infrastructure comprises a 20G backbone with redundancy design fibre cabling and hardware devices. We currently allow students to bring mobile devices to add to the wireless network and these devices are often used in the classroom. The school is finalising plans with the school community regarding prescriptive mobile devices.

As a school we have committed to Microsoft as our base suite of technologies for both administrative and academic purposes. We are currently narrowing the range of device types that are deployed to improve the management, service, and performance of the devices and we have standardised on Microsoft Office 365 including SharePoint Online, Microsoft Surface Pro devices, HP Servers, Cisco Switches, Ruckus Wireless, and i3 interactive boards.

The school currently uses the WCBS PASS school management system and the development team make substantial queries on the database as well as custom built databases and applications.

The current architecture consists of:

100D Fortinet Firewall move to 3050 Palo Alto

2x Cisco 4900

2 x Cisco 3500

24 x Cisco 2900 2X 10G GBICs

10 x HP Servers

Windows 2012 R2, DC, 2008 R2 ENT

40 x Virtualised Servers HyperV

VEEAM backup – on prem to cloud

2 x Ruckus controller 3000

102 Ruckus WAP (7962, 7762 and R500)

20 x Dell Admin Desktops Windows 7 being converted to Windows 10

180 x Dell Student Desktops Windows 7 being converted to Windows 10

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100 X Dell Staff desktops being converted to a Surface Pro environment

120 x Surface Pros for Academic staff

25 x Apple Macs plus X-Serve for Active Directory Integration

85 SMART boards being converted to i3 boards

6 x Display boards currently running eStream

Asterisk telephone system

Office 365 SharePoint online (staff and students) that presents real time data from the MIS, and a number of in-house developed applications

Personal Specifications:

All applicants must have:

education to degree level or equivalent

exceptional judgement

professionalism

the ability to communicate clearly and with integrity

10 years' experience in a (Microsoft) technology environment with most of the technologies listed above
at least 3 years leadership experience in an Education Technology environment that includes supervising both programming and systems administration teams

It would be an advantage if the applicant:

has MCSE Certifications

has a first degree in Computer Science

is a Cisco Certified Network Associate

has formal Education Management training

The strongest applicants will have:

the ability to develop, articulate and secure buy-in to a clear vision for learning and technology integration

the ability to offer innovative solutions to seemingly intractable problems

experience in setting clear metrics for success and achieving them

Alternative qualifications and experience that inspire confidence will be considered.

JOB DESCRIPTION

PART A: SPECIFIC AREA OF RESPONSIBILITY

The key responsibilities of the Director of Technology & Innovation will be:

1. Developing IT strategy and policy by:

Working with local authorities within the UAE to ensure appropriate systems and protocols are upheld
Advising the Innovation Group and the Senior Leadership Team regarding all IT matters including:

Hardware

Software

Infrastructure

EdTech

Network applications including CCTV, cashless payment, access control and communications

Database usage

Privacy and security

Website and portal

Consulting with all major stakeholders within the organisation including Heads of Department, students and parents to ensure their needs digital needs are understood and met

2. Developing and Supporting a modern and 'fit for purpose' IT infrastructure by:

Managing and maintaining the IT infrastructure throughout the College

Evaluating the performance of the infrastructure

Strategically developing the infrastructure to enable the relevant aspects of the whole College improvement plan to be delivered

Being aware of evolving best practice

Establishing strong links with local and international providers and users of IT systems

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3. Maintaining, Managing and Developing the College's Management Information System by:

Taking responsibility for ensuring the efficient operating of the MIS across all aspects of the school, including the creation of a parent portal

Strategically delegating relevant operational control aspects of the MIS to other key stakeholders

Providing support, guidance and training to ensure the efficient operation of the MIS across the College

Being the main point of contact between the College and the MIS provider

Arranging for appropriate whole College training (in consultation with Deputy Head Pastoral)

4. Supporting the Learning and Teaching Process by:

Providing calendared data reports as scheduled by the Deputy Head Pastoral to help inform staff intervention

Uploading baseline data into the MIS throughout the year

Ensuring timely delivery of reports to parents and students

Working with the Deputy Head Learning & Teaching to ensure a suitable infrastructure is in place to deliver and develop effectively the use of digital devices in the classroom as well as Dubai College Online

Ensuring teachers and students have access to reliable, efficient and up to date generic IT facilities in their classrooms, library, specialist rooms and Sixth Form

Overseeing the technical development of the school website and managing the portals

Demonstrating expertise with and overseeing the efficient use of devices across the College

Arranging for appropriate whole College training (in consultation with Deputy Head Learning & Teaching)

5. Managing and Leading the Technical Support Team and Managing Technical Issues by:

Assigning roles, delegating responsibilities and

monitoring performance

Ensuring hardware and software is safe, legal, 'fit for purpose' and appropriate

Monitoring the efficient deployment of relevant resources

PART B: GENERIC JOB SPECIFICATION

Providing Strategic Leadership: Helping to Shape the Future by:

Working with the Senior Leadership Team (and the College community) to further develop, articulate and promote an educational vision for Dubai College which is appropriate to its tradition, culture and sustained record of excellence

Creating, with the Senior Leadership Team, agreed objectives, priorities and plans of action which form the core of the College Development Plan

Implementing, driving, reviewing and modifying the vision, objectives and relevant policies

Motivating, encouraging and supporting all members of staff and the student body to have a shared culture of aspiration consistent with the College's commitment to excellence, improvement and enjoyment

Preparing for, and attending, Leadership Team meetings (which may occur after school and before the start of terms)

Facilitating and attending relevant Committee Meetings

Ensuring Quality Control: Guaranteeing Existing Standards and Driving Further Improvement in Quality by:

Playing a key part in the College's Professional Review Process i.e. recognising strengths, providing accurate feedback and identifying areas for development to the relevant parties

Playing a key role in the Department Review Process (as above)

Providing up to date and relevant professional guidance

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Providing support to any member of staff who may require it

Further developing - along with the SLT and college community - effective policies, codes of practice, systems and structures and ensuring that safety and security are the cornerstone of all actions

Being a consistent presence around the entire school before, during and after school hours promoting outstanding standards of behaviour and dress; building positive relationships and modelling the outlook we expect from all

Supporting staff in their efforts to maintain outstanding standards

Keeping a keen eye on detail especially when overseeing a relevant 'key school event'

Playing a lead role in the co-ordination of the daily running of the school

Using the latest technologies to engage in analysis and evaluation of both 'hard' and 'soft' evidence to ensure continuous improvement

Working with the Community: Securing Mutually Beneficial Links by:

Establishing a positive relationship based on honesty and trust with the parental body and other core community groups such as the FDC, Alumni, relevant business groups and key players in Dubai and internationally

Attending school events as appropriate in the evening and over weekends

Ensuring Self Improvement by:

Regularly reflecting on your own performance and progress, accepting guidance and taking responsibility for your professional growth

Attending regular professional courses

Keeping abreast of general educational research and developments and becoming a specialist and lead player with regard to your specific areas of responsibility

Ensuring a healthy work/life balance is maintained

The College

Dubai College is an independent, coeducational, not-for-profit, selective school following an adapted English National Curriculum. The College was established forty years ago and has a national and international reputation for the quality of its educational environment. The British Schools Overseas inspection of the College (conducted in January 2016) classified the school as 'Outstanding' stating 'It represents the very best of British education whilst, at the same time, respecting and celebrating the local culture in Dubai'. The key strengths of the school were identified as the progress and attainment of the students; the teaching, learning and assessment; the curriculum; relationships across the school and sense of community; personal development of the students and leadership across the school. The number of students on roll is currently 920 and comprises students in the 11 to 18 year age range with more than 250 in the Sixth Form. The College operates an eight form intake of 160 students in Year 7. Approximately 55% of the students are British, but over forty additional nationalities are represented.

The GCSE and A Level courses followed are those of one of four examination boards (Edexcel, AQA, and OCR). Examination results at both GCSE and A Level are consistently outstanding and place the College in the very highest echelons of English-curriculum schools worldwide. In 2017 Dubai College's GCSE performance was comparable to the 12th best UK co-educational independent school according to The Times Parent Power Independent Schools League Table. Our consistently good A Level results mean that up to 28% of Dubai College leavers now go on to study at the top 1% of universities worldwide (according to The Times Global Reputation Rankings). We are yet again the top performing school in the United Arab Emirates achieving 85% A*/A grades at GCSE and 60% A*/A grades at A Level in 2017.

Classes are small and the facilities, resources and teaching environment are of a high quality. We place an emphasis on academic rigour and innovative learning approaches as well as stressing the importance of the flourishing extra-curricular programme. The College has developed a very strong regional and international reputation for

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Drama, Music and Sport. The College is also a member of HMC, COBIS (Council of British International Schools) and BSME (British Schools of the Middle East). There are also good opportunities for professional development.

The College occupies a very pleasant site (located very near to the iconic Burj Al Arab and Palm Island developments) and attracts students from the whole city. Over the years excellent facilities have been developed. Nearly all rooms have interactive whiteboards and there are extensive computer facilities throughout the school. The College is fortunate in having its grass playing fields and other sports facilities located on site. We have a state-of-the art auditorium which is capable of seating over 900, the Sixth Form centre underwent significant expansion and redevelopment in 2014 and this year we have opened a new flagship English department which serves as a statement of intent for future renovation. A new sports pavilion was completed in 2015 and we are about to embark upon the systematic overhaul of every classroom in the school.

Ethos

As a College we are aiming to engineer balance in the lives of students who are academically very gifted. There is no blueprint for a Dubai College student rather we are aiming for students to discover for themselves who they are and who they want to be. By creating a wealth of opportunities for students to participate in as broad a range of experiences as possible whether they are sporting, creative, philanthropic or academic, we are enabling them to discover their own place within the school community and in time within the world outside. We never lose sight of the fact that our academically gifted students aspire to perform as well as possible in public examinations and we continuously champion the academic. However, the ability to work as a member of a team, to manage set-backs and failure and to recognise personal strengths and weaknesses will be as important in enabling them to live their life with integrity and is consequently a core focus of what we do here. As a result our students leave us as confident individuals with the

knowledge, skill set and outlook to succeed at the very best universities and eventually in their chosen, often very challenging, career paths.

When asked what standards we expect of one another as professionals DC staff demonstrate a real sense of vocation, that working at Dubai College is not a job but a lifestyle choice. Teachers believe strongly that they should be able to fulfil their academic responsibilities to their students and must be accountable for the outcomes of every one of their students. The next most important expectation of staff at Dubai College is that they should embrace whole school life and contribute fully to the extra-curricular programme both during and after school hours. Working at Dubai College is intense; it is not a 9-5 job and for it to continue to feel like a real community staff must be willing to give freely of their time in exchange for working with exceptionally gifted students. Staff believe they should also display excellent professional courtesy to one another and their students: every subject is on the timetable for a reason and no-one should speak out of turn about somebody else's academic discipline; we work in an Islamic country and staff should dress professionally in line with cultural sensitivities and staff should treat one another and their students as they would hope to be treated themselves. Staff also feel that they each have a responsibility to go beyond the baseline: the national curriculum is a jumping off point not an end goal, an exam syllabus is a dot to be joined up to a bigger picture, the working day is the start but not the end of a day's work, an ALIS prediction is a minimum for a student to achieve. As practitioners staff feel they should be looking to develop, to enthuse, to inspire, they should be craftsmen with a passion for their subject and whatever their position in the school they feel they all ought to feel equally responsible for the outcomes of the College. As members of a school which feels more like an extended family than an institution we hope to educate well-mannered citizens who are empowered to fulfil their aspirations. The "not-for-profit" structure of our organisation perfectly embodies our ethos: everything is invested in the school and the students with nothing left over.

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While this all sounds ideal it is important to understand, however, that Dubai College is not perfect. The post itself is an extremely challenging one and the College is tremendously busy. If you dislike hard work – sacrificing many weekends and evenings for the sake of the students – and are concerned by working with highly able, intellectually demanding students, this post is simply not for you. Equally it must be clearly understood that the College is passing through a significant period of change and we are in a new phase of the College's development cycle. We are updating our learning approaches, facilities, policies, curriculum and IT capability. The successful applicant must both embrace and play their significant part in contributing to this change but without damaging, in any way, the core essential ethos of the school. It should be noted that, although we certainly embrace change, we do not run with every innovation emanating from the UK – we cherry-pick initiatives that suit our selective and highly able student body.

The College really does have a great feel about it. It already has an exceptionally strong local and regional reputation and now is the time for us to be recognised as a centre of excellence on the global stage. If you feel you have the potential to contribute to this aim then we would very much like to hear from you.

Remuneration

Dubai College offers an excellent remuneration package and the opportunity to work with our dynamic, highly qualified team in very pleasant surroundings with excellent facilities. The package will be discussed at interview.

How to apply

Applications should be sent by email to headassist@dubaicollege.org using the application form available on our website. The deadline for applications is Saturday 30th December with interviews planned for Sunday 14th to Tuesday 16th January 2018. For further details about the College please visit our website - www.dubaicollege.org.

Dubai College is committed to safeguarding and promoting the welfare of young people and operates child protection screening which includes checks with previous employers and Disclosure & Barring checks







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