**JOB PROFILE**

***Dulwich College (Singapore) believes that each employee makes a valuable and significant contribution to our success and that contributions should not be limited to the assigned responsibilities below.***

***This job description is designed to outline primary responsibilities but not limit the employee, nor Dulwich College (Singapore), to only the duties identified. It is the expectation of the College that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.***

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| **Job Title** | Director of Educational Technology and Innovation |
| **Department** | IT |
| **Location** | Dulwich College (Singapore) |
| **Reporting to** | Head of College |
| **Mission** | Be an essential member of the learning community which comprises of students, teachers, administrators and parents. Lead and facilitate educational technology integration, STEAM, design thinking and innovation across the College. |

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| **Duties & Responsibilities** | **Technology Integration**   * Support teachers in immersing students in problem solving, design thinking, technology and hands-on creating in classrooms and innovative learning spaces with the goal of addressing the needs of 21st century learners. * Coordinate technology coaches and assist teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students * Model, support and promote digital citizenship including monitoring the “Responsible Use Policy”, procedures and education College-wide   **Technology Resources**   * Work closely with the IT Manager to ensure software and hardware are appropriately deployed * Create an annual budget proposal for capital and recurring Technology Learning Resources costs in order to support planned teaching and learning, administration needs and the educational technology strategic plan * Champion the BYOD scheme and assess its effectiveness * Administer, develop and provide professional learning on The College VLE * Contribute to the creation of an overarching ICT Philosophy and Strategic Development Plan, ensuring alignment with our College Values and Philosophy and Objectives.   **System Development**   * Evaluate new related products and issue proposals; * Develop proposals in support of IT developments; * Provide a vision for the development of IT across the College;   **Professional Development**   * Contribute to the training of staff in the use of software systems relevant to their post; * Demonstrate professional knowledge, skills and dispositions in content, pedagogical and technological areas as well as adult learning and leadership   **General**   * To support the College in Safeguarding and protecting the welfare of all students. * Lead the development and implementation of a shared vision for the comprehensive integration of technology to promote excellence and support transformational change throughout the instructional environment * Foster a data protection culture among staff in the School and provide compliance advice to senior management and to colleagues generally. * Participate in the Dulwich College International group-wide Ed Tech and Innovation Team * Experience of formally evaluating technology integration using the SAMR model   **All** **other** duties commensurate with the post. |
| **Education and Qualifications** | * Degree or equivalent qualification in a relevant discipline; * Evidence of professional qualifications in IT-related areas, demonstrating a track record of keeping up-to-date with developments and technology. |
| **Experience** | * A minimum of 10 years of dedicated IT experience, including leading and developing technology policy and strategy; * Experience of leading IT integration in an education setting; * Demonstrable experience of planning and implementing IT resources across an organisation; * Experience of developing and leading a team; * Experience of working closely with leadership and staff across an organisation, and engaging them in technology integration initiatives. |
| **Skills and Qualities** | * Excellent technical skills and the ability to apply and implement new technologies; * Strong inter-personal and communication skills; * Strong leadership and management skills; * A collaborative approach to working with College Leadership, teaching and non-teaching staff, and students; * Strong problem solving skills and the ability to find innovative solutions when required; * The ability to operate effectively in a challenging, high achieving, and fast-paced environment. |
| **Dated** | Reviewed – February 2018 |
| **Version** | 4 |

**Key Competencies:**

**Delivering Results**

To achieve agreed results and goals, resolving day-to-day problems independently, and to exercise appropriate judgement devising solutions to problems.

**Customer Focus (internal & external)**

Identifies, understands and prioritises the needs of internal and external customers to provide the highest standards of service on behalf of the College.

**Professional Expertise**

Proactively continuing to develop the right level of expertise and competences to do their job.

**Working with Others and Interpersonal Skills**

Working co-operatively, collaboratively and respectfully with others across the College to foster a culture of excellence, aligned with the College’s values and goals.

**Communication**

Achieving excellence in communication, choosing effective methods and behaviour in every situation.

**Thinking and Activing Strategically**

Identifying ways to shape the future in line with the College’s vision, mission and values.

**Planning and Organising**

Planning, prioritizing and organising work effectively to deliver the College’s vision, mission and values.

**Leading and Embracing Change**

Recognising and responding positively to the need for change and identifying opportunities.

**Leading People**

Provide excellent leadership and/or management and supervision to help people perform at their best, through motivating, developing and training them to achieve high performance.

**Managing Conflict**

Shows leadership in managing conflict and difficult conversations to achieve positive resolution

*Dulwich College (Singapore) is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.  All appointments are subject to an interview, identity checks, criminal record checks, and successful references.*