**Learning Technology Integration Specialist**

**(Non-Teaching Role)- May 2018**

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| **PERSON SPECIFICATIONS** |
| **Qualifications/Training**  |
| * Degree
 | Essential  |
| * QTS –Qualified Teacher Status
 | Desirable |
| * Teaching/Training within an International school Context
 | Desirable |
| **Experience / Knowledge** |
| * Experience of working with Premium Schools
 | Essential  |
| * Experience of achieving results by working with senior leaders of organisations
 | Essential |
| * Effective working with teachers and school leaders
 | Essential  |
| * Project management of multiple projects
 | Essential |
| * Proactive and able to prompt others to ensure deadlines are achieved
 | Essential  |
| * Wide experience of working with technology
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| **Skills**  |
| * High level interpersonal skills with the ability to quickly gain the respect of many stakeholders of projects
 | Essential  |
| * Project management Extensive knowledge, experience, and successful implementation of instructional technology are required.
 | Essential |
| * Ability to operate at strategic and operational level
 | Essential |
| * High level of commercial awareness
 | Desirable |
| * Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly using Technology
 | Desirable |
| * Excellent ICT skills
 | Essential |
| * Ability to lead training session for students, teachers & parents
 | Essential |
| * Programming skills & experience with robotics
 | Desirable |
| **Personal Attributes**  |
| * High levels of personal integrity.
 | Essential |
| * Excellent organizational and time-management skills
 | Essential |
| * Attention to detail
 | Essential |
| * Ability to work under pressure and remain calm
 | Essential |
| * Willingness to take on multiple tasks
 | Essential  |
| * Proactive and able to prompt others to ensure deadlines are achieved
 | Essential  |
| * Self-motivated and enthusiastic
 | Essential |
| * Ability to work independently
 | Essential |

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| **LOCATION** | Bratislava International School Bratislava |
| **JOB TITLE** | **Learning Technology Integration Specialist (Non –Teaching Role)** |
| **JOB PURPOSE** | * The Learning Technology Integration Specialist is a Whole school role which will assist to enhance learning through improved integration of technology.
* The primary focus of the position is to enrich and support teaching and learning while strengthening the technology skills of students, teachers, and staff.
* Provide dynamic support to the development, implementation, coordination and evaluation of the School’s educational technology program for the express purpose of promoting student learning and enabling students to acquire the knowledge, skills and understandings that ensure successful learning.
* He or she will assist administrators and classroom teachers in the incorporation of technological hardware and software into daily practice.
* They will work also to support the school improvement efforts and build the technology instructional capacity of the team In Bratislava.
* They will work with SLT to define strategic direction for the school. This direction will link existing technologies, embrace new technologies and define a future that will keep BISB at the forefront of innovation and technological development in the international school sector in Slovakia.
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| **REPORTING TO** | Head of SecondaryHead of PrimaryData Manager and Deputy to Business Manager |
| **DIRECT REPORTS** | SLT |
| **OTHER KEY****RELATIONSHIPS** | All Key Stakeholders-teachers-parents and students |
| **KEY RESULT AREA** | **MEASURES OF****PERFORMANCE** |
| * To support teachers & TLAs in Primary and Secondary school in integrating the use of technology in the class to improve teaching and learning throughout the school.
* To trouble shoot technical & issues in the class when applying the use of IT to enhance learning.
* To advise on when technology might be an effective addition to a lesson and to share good practice across the whole school.
* To be in classes as a practical support where technology is being used to support learning.
* Provides leadership, staff professional development and instructional support to all teachers and administrative staff.
* Serve as a liaison between school and technology related Nord Anglia Initiatives and school based implementation and support for teachers and administrators.
* Collaborates with appropriate teaching and technical staff to support, manage and optimize the use of learning software and network resources to support quality teaching and learning.
* Assists in the development and implementation of any curriculum and technology integration projects.
* Support the use of Firefly as our learning platform
* Input into the school strategic plan related to Technology.
* Identify new and emerging educational technologies for the express purpose of applying these tools to support student and faculty learning, growth and development
* Develop, allocate and monitor the educational technology budget for the purpose of ensuring appropriate technology resources are available and effectively utilized in support of the educational technology plan.
* Update school policies and procedures with regards IT
* Create learning resources for staff. These may include websites, tutorials, interactive programs and databases that support teachers in integrating technology (Develop guides and other support materials).
* have the ability to undertake relevant research and present papers or presentations to SLT.
* Have a proven track record of effective change management and systems development.
* Provide sound financial management, budget planning and fiscal accountability.
* Possess a sense of humour and demonstrate a willingness to learn.
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