

# JOB DESCRIPTION

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

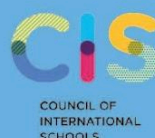
Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

<b>Position/Job Title</b>	Director of Digital Innovation and Learning
<b>Classification</b>	Extended Academic Leadership Team
<b>Reporting to</b>	Vice Principal (Academic)

<b>Duties and Responsibilities</b>	<p>Support the Vice Principal (Academic) in providing strategic and operational leadership of the integration and continuing innovation of digital technology and information services across the school.</p> <p><b>Overall Responsibilities</b>                  School Leaders have joint responsibility for all aspects of the Senior School relating to the education and development of the students; each has a focus of responsibility, but all contribute to the whole and support the work of others:</p> <ul style="list-style-type: none"> <li>• To be a positive member of the School Leadership Team, working in close collaboration with members of both ALT, PLT and JLT to support all students</li> <li>• Create and foster an environment of reflective practice and development, leading by example in all aspects of personal and professional development.</li> <li>• Develop and maintain a culture of high expectations for oneself and others.</li> <li>• Keep abreast of developments in educational research and best practice, relevant to the specific responsibilities of their role, and advise the Senior Team of their relevance and potential impact on the school.</li> <li>• Provide reports to members of the Senior Team, in line with specific areas of responsibility, as and when required.</li> <li>• Lead by example as a teacher, leader and manager, achieving high standards</li> </ul>
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	<p>of pupil achievement and motivation through excellent teaching.</p> <ul style="list-style-type: none"> <li>• Lead teams and individuals in line with specific areas of responsibility (see below).</li> <li>• Support the development and maintenance of school policies and practices to ensure consistent application and standards.</li> <li>• Contribute to the creation and implementation of the School Development Plan.</li> <li>• Sustain effective, positive relationships with staff, pupils, parents, Governors and the local community.</li> <li>• Contribute to the school's marketing and admissions activity as and when required.</li> <li>• Complete all supervisory duties, as required by all staff, and directed through published rotas.</li> <li>• Offer full support to the boarding aspect of our school, showing a commitment that serves as an example for others.</li> <li>• Attend relevant school events and activities.</li> <li>• Manage budget(s) in line with areas of responsibility.</li> <li>• Produce key School publications relevant to the role and area of responsibility.</li> <li>• Ensure that safeguarding and child protection policies and practices across the school are in line with best practice and ensure all students' safeguarding needs are met.</li> </ul> <p><b>Strategic Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide strategic and operational leadership of the integration and continuing innovation of digital technology, to share, deliver and actively promote digital literacy across the School (including Google Workspace or equivalent)..</li> <li>• Lead the development of staff with an ambitious and progressive digital technology strategy (including the appropriate and creative use of AI and LLM/DL/ML software).</li> <li>• Implement school wide systems and practices ensuring that our students receive a consistent and high quality digital educational experience.</li> <li>• Support and coordinate strategic technological innovation initiatives throughout the school, with a focus on the development of STEAM</li> <li>• To lead, manage, develop and promote the smooth operation of the libraries, as an integrated service, providing appropriate online and offline resources to support the curriculum and promote taught enrichment and scholarship.</li> </ul> <p><b>Teaching &amp; Learning Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure that professional development related to information and digital literacy and pedagogy is readily and regularly available for all and linked to the School's digital literacy plan and priority needs.</li> </ul>
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- Identify, celebrate and disseminate effective innovative pedagogies across the school (e.g. the use of AI, Google Suite, online assessment and feedback, etc.)
- Monitor and ensure the effectiveness and integrity of all digital literacy policies and working procedures, which are created, regularly updated and implemented consistently with the NLCS ethos and values.
- Provide accurate strategy and budget forecasting for digital and information service projects, taking responsibility for project oversight.
- Maintain a teaching load appropriate to the position, including participation in CCA and Bryant activities as appropriate.

**Data, Information Handling and Reporting Responsibilities**

- Support other senior leaders in providing timely data and data analysis to the Principal and Governing Body.
- Work with the VP (Academic), VP (Head of Junior School) and Academic and Pastoral AVPs in developing new (and integrating existing) academic and pastoral systems for accurately tracking student progress throughout the assessment and reporting cycle.
- Support the integration of external and internal data by MIS so that data can be used in a meaningful way to support teaching and learning and target setting.
- Attend relevant training related to data and MIS to ensure that the MIS team utilise the latest data management practices.

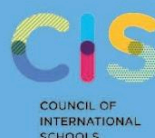
**Innovative Environment and Information Services Responsibilities**

- To promote the library as a focal point for academic enrichment and scholarship, to support students in their learning, research and love of reading (through leadership of the Librarians and Library Assistants).
- Ensure that digital and information services are equipped with an up to date range of relevant resources compatible with the Library and ICT budgets.
- Lead on the maintenance of the Library management system and the overall online library presence to ensure that all resources are easily accessible and appropriate.
- To lead the ICT Team, ensuring that the School's IT Infrastructure is appropriate and is able to meet the needs of the school, as well as developing educational technology provision (including optimisation of the Google Suite).
- Oversee the ICT department in strengthening a customer focused approach, including the embedding of new ICT systems and software within the School.
- Coordinate and promote special events for digital and information services (e.g. innovation events, book fairs and recommended reading, literacy

	<p>promotion, competitions, author visits, etc.)</p> <ul style="list-style-type: none"> <li>• To provide training to all members of the NLCS community in using the School's digital learning tools.</li> <li>• To ensure that staff utilise the digital systems and programmes of the School effectively and efficiently.</li> </ul> <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Act as the School's E-Safety lead, contributing to the regular updating of related School policies and procedures and providing opportunities to equip students and staff with the effective knowledge and skills to be able to safeguard themselves online.</li> <li>• Abide by the school safeguarding policy and keep abreast of any changes.</li> </ul>
<b>Last JD Review</b>	February 2025

## PERSON SPECIFICATION

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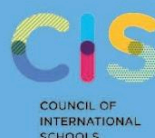
A Person Specification defines the required professional qualifications, knowledge, skills and qualities of the teachers sought by the NLCS Jeju in the recruitment and selection process. All members of staff employed by NLCS Jeju support and promote the school's aims

The school is committed to safeguarding and promoting the welfare of children and young people. The School expects all staff and volunteers to share and uphold this commitment.

The right person for this position will have the following capabilities in terms of experience and skills:

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to at least degree level with a high level of subject knowledge.</li> <li>Minimum of relevant/specific degree plus relevant qualifications and an ability to lead on Digital Innovation.</li> </ul>	<ul style="list-style-type: none"> <li>Qualified Teacher status (or equivalent). Alternatively evidence of further study in the related field (e.g. Postgraduate Degree, etc.)</li> <li>Evidence of active engagement with continuous professional development related to information services.</li> <li>Experience in the set up and maintenance of MIS and associated school platforms (e.g. ISAMs, Google Suite, SOCS, etc.)</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>You enjoy working and communicating with both adults and children.</li> <li>Strong verbal and written communication skills.</li> <li>Interpersonal skills to develop good relationships with colleagues, parents and the school community.</li> </ul>	
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>You are committed to an education that offers academic ambition and rigour, and provides no barriers to learning.</li> <li>A strong knowledge and understanding of the main subject area and its associated processes and skills, with demonstrable subject passion.</li> <li>The ability to assess student</li> </ul>	<ul style="list-style-type: none"> <li>A proven track record of successful delivery of Digital and Information Service projects.</li> <li>A knowledge of IGCSEs and the IB Diploma, ideally through teaching experience.</li> <li>Excellent ICT skills and innovative teaching and learning pedagogies.</li> <li>An understanding of the teaching of second language learners and their</li> </ul>

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	<p>achievements and provide meaningful feedback to students which enables them to maximise their talents and abilities.</p> <ul style="list-style-type: none"> <li>• Ability to manage the learning environment conducive to productive learning for all students.</li> </ul>	<p>role in facilitating English Language development.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Attitude and Approach</b>	<ul style="list-style-type: none"> <li>• The ability to be (or facilitate) imaginative and innovative teaching.</li> <li>• The energy and commitment to professional responsibilities and to the development of all students.</li> <li>• The ability to motivate students, and to establish effective working relationships with individuals, groups and organisations.</li> <li>• A willingness to contribute to the wider life of the school.</li> <li>• Good-humoured, enthusiastic, positive, warm and caring.</li> <li>• Well-organized and have good planning skills.</li> <li>• Resourceful, flexible, energetic and determined.</li> <li>• Calm under pressure, resilient.</li> <li>• You have a willingness to “try yourself out”.</li> </ul>	<ul style="list-style-type: none"> <li>• An imaginative and positive approach to challenges, which seeks solutions to problems.</li> <li>• An understanding of the level of personal and professional commitment to Boarding School community life and the extended school day during term time.</li> <li>• A commitment to further training and a willingness to participate in relevant CPD.</li> <li>• Willingness to be engaged in partnership and community activities</li> </ul>
<b>Last Review</b>	February 2025	

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