

POSITION: Head of Educational Technology

ABOUT US

Huili School Shanghai is committed to being China's leading bilingual school. We are one of Wellington College's three Shanghai schools, and we work closely with Huili Nursery Shanghai and Wellington College International Shanghai. Almost all Huili pupils are Chinese nationals and teaching is equally divided between English and Chinese. Half our teachers are English-speakers who began their careers in UK state and independent schools.

Huili School Shanghai opened in 2018 with 276 pupils aged 6 to 11 in grades 1 to 6. The school is selective and heavily over-subscribed. At the start of 2019-20 we have 564 pupils in grades 1 to 7, the equivalent of UK years 1 to 8. The school will comprise three parts: primary school from grades 1 to 5, junior high school from grades 6 to 8, and the high school from grades 9 to 12 which will open in 2021. High school pupils will study IGCSE examination programmes and our plan is to begin the IB diploma programme in 2023, with the first pupils progressing to world-class universities in 2025.

Huili School Shanghai provides Chinese pupils with access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. Our vision is to inspire pupils to become intellectual, independent, individual and inclusive. We call this the Huili identity. Our pupils will develop a strong, deep understanding of the rich heritage and culture of China and will be proud of their Chinese identity. They are encouraged to develop the values, aptitudes and knowledge needed to be effective global citizens and leaders. We aim to prepare pupils for success during and after life at the school.

The foundation for technology at Huili is strong because the school has invested heavily in all aspects of infrastructure. All teachers have Surface Pro laptops. iPad carts are plentiful for the primary grades and Surface Pro are widely used in Junior High. Classrooms are equipped with high-end interactive MaxHub and instructional technologies.

The school leadership team is eager to support faculty in their pursuit of innovation and teaching excellence. And as the school matures, future technology decisions will have a lasting impact on the teaching and learning program, thus requiring an experienced educational technology head in place very soon. Our first Head of Educational Technology will become an integral part of a close leadership team and will lead the development of educational technology in a world-class school.

BASIC INFORMATION

JOB TITLE	Head of Educational Technology	DEPARTMENT	SMT
SUPERVISOR	Principal		
SUBORDINATE	ICT teachers and technology integrators		

OBJECTIVES

The Head of Educational Technology fosters and coordinates the development of educational technology across all departments within Huili School Shanghai. S/he drives the effective integration of educational technology into teaching and learning to support and enhance pupils' learning. The HoET maintains current knowledge of digital learning trends, understands the digital learning needs of pupils and teachers, and provides guidance to SLT for continuous innovation in technology-driven pedagogy and respective methodologies.

KEY RESPONSIBILITIES:

Educational Technology Leadership

- Work with the Principal and Director of IT in the Central Office to lead the strategic direction and development of an overarching educational technology strategy.
- Shape Huili School Shanghai's educational technology agenda and progress via participation in and contribution to our technology steering groups.

- Support the development of educational technology-related policies and procedures, aligned with Huili values, fostering a compliant and coherent usage of educational technology among pupils and teaching staff.
- Encourage pupils' involvement and promote structures and processes that integrate pupils' feedback into the digital learning agenda.
- Coordinate the work of the I.C.T. teachers and technology integrators.
- Manage all aspects the technology department and program, including budgeting, staffing, and appraisals.

Educational Technology Innovation and Curriculum Development

- Explore and evaluate innovative educational technologies as well as technology-driven pedagogical methods, guiding the schools' academic leadership on instructional and educational technology decisions.
- Develop the adoption and integration of Augmented Reality (AR), Virtual Reality (VR), STEM/Robotics and Artificial Intelligence (AI) into a modern curriculum fostering 21st century learning skills.
- Actively engage in the national and international educational technology community, maintaining a solid understanding of industry trends and best practices.
- Work closely with other WCC EdTech leaders to share best practices and align educational technology with the overall curriculum development.
- Work closely with the department heads to ensure that educational technology is aligned with and serves the needs of the whole school's curriculum.
- Oversee the technology curriculum for the whole school.
- Teach or co-teach lessons, student activities, or classes as needed.

Technology Integration

- Drive the school-wide integration of educational technology tools, systems and methodologies into teaching and learning to support 21st century-aligned education.
- Support and guide the schools' initiatives for ubiquitous access for all pupils, preparing a BYOD program for high school students.
- Drive the implementation of digital inking, leading to an effective utilisation of touch-enabled laptops and interactive whiteboards.
- Foster the adoption of core educational technology platforms such as Microsoft Teams and OneNote Classroom, ensuring their effective use for and enhancement of teaching and learning.
- Provide guidance for the selection of teaching and learning applications on pupil iPads and laptops as well as classroom interactive panels.
- Provide practical support, guidance and inspiration for teaching staff, sharing best practices for technology-assisted instructional methodologies across the group.
- Review and coordinate digital learning-related ICT requests.

Training and Professional Development

- Shape and enhance continuous educational technology training, ensuring regular training opportunities for academic staff on core educational platforms.
- Deliver hands-on internal training and personalised I-I technology coaching.

- Identify, share and organise external educational technology training opportunities.
- Participate in relevant educational technology conferences and events, and share findings and best practices with colleagues.
- Work with schools' CPD leaders to ensure educational technology-related professional development is sufficiently included in the schools' annual CPD plan.
- Continuously monitor and identify staff development needs in instructional and educational technology.
- Develop training materials and best practices guides for the effective usage of educational technology and for the application of relevant methodologies.
- Develop and deliver a comprehensive digital learning induction program facilitating new staff's immediate understanding of our core educational and instructional platforms.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Language	Excellent business level communication in English
EXPERIENCE	Working Experience	5 years and above of relevant experience
	Management Experience	Minimum of 3 years' leadership experience
EXPERTISE	<ul style="list-style-type: none"> • Broad knowledge of enhancing learning through effective integration of technology • An appreciation of bilingual education approaches and model, or the desire to develop appreciation and expertise • Experience of working with school teams 	
PREFERRED APTITUDES	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, and preferably proven ability to communicate effectively with different types of people and in a cross-culture environment • Strong grasp of international best practices in education • Deep understanding of curriculum and education • Strong passion for education and pleasure in working with young people • Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on analysis • Personal Integrity, accountability and credibility • Strong mindset for continuous improvement to meet or exceed expectations • Commitment to quality and attention to detail • Demonstrate competence in areas such as IT, budgeting, personnel development and information systems • Experience of working in bilingual schools would also be an advantage • 	



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