

JOB DESCRIPTION ACADEMIC

I. Job Information

Job Title:	Educational Technology Lead
Faculty:	
Line Manager's Job Title:	Deputy Head Academic

II. Job Specification

Responsible to:

The position is highly interactive and collaborative and requires teaching experience, end-user technical knowledge, managerial skills, and a passion for learning. A general understanding of computer hardware and network infrastructure in addition to a vision for the direction of educational technology are necessary for success in this position.

PURPOSE OF THE ROLE:

To lead the growth of Educational Technology at Haileybury Almaty and beyond.

Key Tasks and responsibilities

Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
1. Shape the Future:	<ul style="list-style-type: none">To provide leadership in developing and implementing both curriculum and operational technology including serving on the school Ed Tech think-tank. Ensuring that all technology initiatives are designed, reviewed, revised and implemented in order to meet whole school objectives and vision.
2. Leading Learning:	<ul style="list-style-type: none">To promote model technology practice in the classroom and provide coaching to staff in order to improve their technology practice in order to maximize the learning potential of pupils This will include planning and implementing professional development for individuals as well as small groups (eg Year Groups or Faculties) and Large Groups (Whole School or Sections).To oversee the operation, manage, implement, and review the main learning platforms including Managebac, Google, Microsoft 365, Firefly. etc.
3. Developing the Organisation:	<ul style="list-style-type: none">To promote the implementation of a whole school digital literacy program that will ensure that pupils and teachers are kept up to date with the latest safeguarding information relating to technology keeping both pupils and staff safe. Part of this process will also include regular workshops for parents and where appropriate other members of the school community. This program will also develop a set of standards for technology use for all Haileybury staff and pupils appropriate to their needs.To achieve and maintain external certification where appropriate.

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	<ul style="list-style-type: none"> • To work with teaching staff to develop technology enhanced curricular projects in all subjects but in particular developing STEM projects within the school; cross-curricular projects utilizing all the STEM subjects. Liaise with outside agencies to raise the profile of STEM both at Haileybury and in Kazakhstan. • To oversee the delegated responsibility of isolating, researching, and resolving complex problems or issues for critical applications. • To effectively allocate and manage resources to support strategic priorities and initiatives. • To provide leadership in the purchase and acquisition of new technology and equipment; consulting with appropriate stakeholders to coordinate, evaluate, recommend, and purchase new technology and equipment.
4. Developing Self:	<ul style="list-style-type: none"> • To research developments in technology enhancement to ensure that Haileybury can maximize student potential and lead the way in Kazakhstan with technology. Including computational thinking being cross curricular at Haileybury. • To develop programming and computational thinking skills for use across the curriculum. • To create and maintain a Technology Integration Blog to disseminate new ideas to teachers regularly. • To teach a TT in agreement with the Director of Studies. • To accept that this job description is not all-inclusive, that it may change according to circumstance and that it is subject to regular review. • To undertake other duties as the Headmaster may reasonably direct.
5. EAL	<ul style="list-style-type: none"> • All staff of Haileybury Almaty must remember that, in addition to the responsibilities set out in this Job Description, they are also teachers of EAL to all pupils. Many pupils at HAL have English as a second language, and so it is important that if they are to achieve their maximum academic potential that they take a proactive approach to reflect upon how they can further encourage pupils to develop their English language. All staff must follow and promote any EAL policy and procedures as set out by the school.
11. Child protection, Safeguarding and Health & Safety	<p>Everyone who works at Haileybury Almaty HAL the responsibility for promoting the safeguarding and welfare of children.</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; • Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere; • Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required. • Report all causes for concern to the Designated Senior Lead; • Provide thorough risk assessments as required prior to activities and trips.

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III. Relationships

Key Relationships: <u>Internal</u> <ul style="list-style-type: none">• Pupils• Senior School Deputy Head Academic, Senior School Deputy Head Pastoral• Housemasters/ Housemistress,• Academic Support Team.• School Leadership Team• Class Teachers• Assistant Teachers• Specialist Teachers• Administration Team•
<u>External</u> <ul style="list-style-type: none">• Parents

III. Person Specification

The job requires that you have:	<ul style="list-style-type: none">• Effective time management skills;• Strong communication abilities;• Great interpersonal skills, both verbal and written• Excellent levels of IT literacy;• Strong presentation skills;• Clarity of speech;• A calm and diplomatic approach;• A good academic degree in a key curriculum subject area;• A strong understanding of Safeguarding and referral channels;

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It also requires that you are:	<p>An advocate for cultural diversity and globalisation;</p> <ul style="list-style-type: none">• Willing to play a part in the wider life of the School including acting as a role model in taking on after school CCAs and being present at all school events outside school hours;• A good team player, but also able to work autonomously;• Willing to accept additional responsibilities;• Innovative in accepting and thinking of new ideas and approaches and embracing them with enthusiasm• Good at prioritising conflicting demands;• Able to meet deadlines;• Neat, well-groomed and well-presented;• A strong role model for young people.
Additional Requirements for this Role	<ul style="list-style-type: none">• The ability to inspire and motivate Colleagues;• Experience of line management• Play a lead role in encouraging staff development and lead by example;• Maintain up to date professional and technology knowledge;• Takes ownership for work issues and problems of an operational nature;• Implements improvements to work processes and practices within his/her remit;• Understands School goals and direction and brings these to bear in this role;• Gets things done through influence and fairness, rather than by railroading others;• Can confront and overcome obstacles through constructive criticism to further progress within team

Name : _____

Signature _____

Date _____

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