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| **VISION** |

Building on our unique local heritage, we will provide a world class British education inspiring all our students to exceed expectations.

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| **SAFEGUARDING STATEMENT** |

The welfare and safety of children who attend the British School Al Khubairat (‘BSAK’) is our paramount concern. We will promote the health, well – being and safety of the students in all we do. Our children have the right to protection, regardless of age, gender, ability, race or social background. They have a right to be safe in our school.  BSAK expects all its employees and volunteers to share this commitment. The School recognises and understands its responsibilities to work together in partnership with other agencies both here in the UAE and the UK to help children to grow up in a healthy and safe environment. Appointments are subject to satisfactory checks including the enhanced DBS check, Prohibition check and references

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| **INTRODUCTION** |

The British School Al Khubairat was founded in 1968 and generously supported by the late President of the UAE, His Highness Sheikh Zayed bin Sultan Al Nahyan, through the donation of land. The School is under the ongoing patronage of the British Ambassador and is sponsored by His Highness Sheikh Khalifa Bin Zayed Al Nahyan, the current President of the United Arab Emirates.

We are immensely proud of these historic links, and today our long-standing reputation and heritage continue to shape our ethos as we celebrate 50 years of exceeding expectations.

At the heart of our constitution is our status as a not-for-profit and academically non-selective community school. From Nursery to Sixth Form, our aim is to deliver excellence in teaching and learning, bringing everything that is outstanding about the British curriculum to the United Arab Emirates.

Today BSAK is a leading independent day school providing a full and broad education fit for the modern world. Our mission is to nurture a genuine passion for learning through world-class teachers, trusted leadership and dedicated support staff.

BSAK is a co-educational British curriculum school for children aged from 3 to 18 years. The School is a member of IAPS, HMC and COBIS. The school was rated ‘outstanding‘ in every category of its recent ADEK and BSO inspections.

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| **JOB DESCRIPTION** |

**Title: Director of Digital Technology (D.O.D.T.)**

**Report to: Bursar**

**Collaborates with: SLT (extended), Primary and Secondary Digital Leaders, All staff and students**

**Direct Reports: IT Department**

**Oversight: IT contractors**

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| **OBJECTIVE OF ROLE** |

The role of D.O.D.T is responsible for the oversight, maintenance and development of all IT support services within BSAK.

The D.O.D.T will develop further the School’s digital strategy in consultation with all major stakeholders, ensuring particular focus on effective, evidence-driven recommendations for the integration of digital technologies, activities and contexts into the classroom. Whatever we do as a School our strategy will keep learning first.

The D.O.D.T manages the IT Department. The IT Department is responsible for IT infrastructure, the maintenance of the MIS, academic systems, co-curricular systems, and their integration.

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| **KEY RESPONSIBILITIES** |

1. Developing IT Strategy and policy by:

Working with local authorities within the UAE to ensure appropriate systems and protocols are upheld.

Advising the Senior Leadership Team regarding all IT matters including:

* Hardware
* Software
* Infrastructure
* Educational technology
* Network applications including CCTV, cashless payment, access control and communications
* Database usage
* Privacy and security
* Website, intranet and parent portal

Consulting with all major stakeholders within the organisation including Heads of Department, students and parents to ensure their digital needs are understood and met.

1. Developing and supporting a modern ‘fit for purpose’ IT infrastructure by:

* Managing and maintaining the IT Infrastructure throughout the School;
* Evaluating the performance of the infrastructure;
* Strategically developing the infrastructure to enable the relevant aspects of the whole School improvement plan to be delivered;
* Being aware of evolving best practice;
* Establishing strong links with local and international providers and users of IT systems.

1. Supporting the teaching and learning process by:

* Work with Deputy Heads and Digital Leaders to understand the School’s educational aims and philosophy;
* Devise and implement a whole school Digital Learning Strategy to enable delivery of the School’s educational aims and philosophy;
* Ensure a suitable infrastructure is in place to deliver and develop effectively the use of IT across the School;
* Ensuring teachers and students have access to reliable, efficient and up to date generic IT facilities in their classrooms, library, specialist rooms and Sixth Form;
* Supervising the uploading of baseline data into the MIS throughout the year;
* Demonstrating expertise with and overseeing the efficient use of devices across the School;
* Arranging for appropriate whole School training in collaboration with Deputy Heads and Digital Leaders.

1. Maintaining, managing and developing the School’s Management Information System (MIS) by:

* Taking responsibility for ensuring the efficient operating of the MIS across all aspects of the school, including the creation of a parent portal;
* Strategically delegating relevant operational control aspects of the MIS to other key stakeholders;
* Providing support, guidance and training to ensure the efficient operation of the MIS across the School;
* Being the main point of contact between the School and the MIS provider;
* Arranging appropriate whole School training.

1. Managing and leading the IT Department and managing technical issues by:

* Assigning roles, delegating responsibilities and monitoring performance;
* Ensuring hardware and software is safe, legal, ‘fit for purpose’ and appropriate;
* Monitoring the efficient deployment of relevant resources.

1. Further developing - along with the SLT and School community - effective policies, codes of practice, systems and structures and ensuring that safety and security are the cornerstone of all actions
2. Being a consistent presence around the entire School before, during and after School hours promoting outstanding standards of behaviour and dress; building positive relationships and modelling the outlook we expect from all.

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| **KEY REQUIREMENTS** |

**Education**

* It is essential to hold a degree and preferable to have MCSE qualifications.
* Cisco Certified Network Associate – preferable.

**Experience, Knowledge and Skills**

* The ability to develop, articulate and secure buy-in to a clear vision for learning and technology integration.
* The ability to offer innovative solutions to seemingly intractable problems.
* Experience in setting clear metrics for success and achieving them.
* 10 years’ experience in a technology environment with most of the technologies as listed above.
* At least 3 years leadership experience in an Education Technology environment that includes supervising both programming and systems administration teams as well as collaborating with academic leads.
* High-energy leader, motivator and team player.