



Head of Integrated Technology in the Junior School

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Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Person Specification

We are seeking to appoint an experienced teacher to lead and develop the use of technology in our well-resourced eight form entry Junior School. The successful applicant would be non-class based and be instrumental in leading, training and supporting colleagues and pupils in the use of technology appropriately across the curriculum. While technical know-how is desirable, interpersonal skills and the ability to contribute as part of a team are essential. Experience of using iPads and/or tablets as a teaching tool would be beneficial.

Key Responsibilities

1. Planning, producing, evaluating, developing and updating curriculum policy documents and schemes of work, and guiding and monitoring their implementation and standards achieved within the subject across the Junior School.
2. Using data from formative and summative assessments to look at standards achieved within the subject and identify areas for further development.
3. Monitoring the curriculum through regular work scrutiny and observations.
4. Producing, evaluating, developing and updating summary information documents for parents.
5. Resourcing the subject within an allocated budget.
 - a) Ordering materials and stock; checking, controlling, distributing materials and stock on arrival and as required and ensuring such equipment is maintained.
6. Organising and arranging a programme of staff inset; providing guidance and support to teaching staff as and when required.
7. Liaising with other Heads of Curriculum and Heads of Year to develop cross-curricular links.
8. Managing and developing the roles and responsibilities of the STLA for Technology and conducting their Review and Development.

9. Ensuring that health and safety requirements are taken heed of in the planning and delivery of the subject.
10. Organising and arranging occasional initiatives (which may include presentations to parents) whenever the subject is part of a school curriculum focus.
11. Liaising with the Heads of Technology both at Tanglin, Singapore and the Region through FOBISIA. To ensure that there is a standardised approach to the management of the Technology curriculum across the school, and ensuring that continuity and progression are maintained.
12. Ensuring targets are identified and met on the Junior School Improvement Plan and the School's Self Evaluation Form (SEF).
13. Leading Vertical Curriculum Team meetings where appropriate (see Vertical Curriculum Team guidelines for expectations).
14. Developing individual teacher's confidence and ideas by modelling lessons, and team teaching.
15. Assisting with training for teachers and support staff – including inset sessions, courses, clinics and drop-in sessions for different user groups.
16. Collaborating with year groups in their planning to create resources using the interactive software.
17. Continuing to explore and trial ideas for the Future Learning classroom.
18. Assisting Heads of Curriculum in the development of sample resources, and in sourcing and cataloguing resources.
20. Support the CPD Leader (Deputy Headteacher) in leading and managing the continuous professional development of staff which reflects both the needs of the individual and the school in order to drive improvement.
21. Fulfill CCA commitment.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate.

Remuneration and Benefits package

Annual Salary (Academic Year 2018 – 2019)

Gross salary: **S\$116,000 - S\$126,000** per annum (including TTS allowance, responsibility allowance (Band 3, S\$1,200 per month), one month's bonus and gratuity).

Maximum initial placement at Point 8.5, on a scale of up to Point 13.

Benefits

Housing allowance (for overseas recruited only).

Home leave passage (every 2 years) (for overseas recruited only).

Full School fees subsidy (for overseas recruited only).

School fees subsidy of up to 50% (for locally engaged).

Medical benefits

Inpatient and outpatient medical coverage for staff & eligible dependents (for overseas recruited).

Inpatient and outpatient medical coverage for staff (for locally engaged).

Dental allowance.

One-time benefits for Arrival and/or Departure (for overseas recruited)

Settling-in allowance.

Inbound flight for staff and eligible dependents.

Leaving flights for staff and eligible dependents.

Baggage allowance for leavers.