POSITION DESCRIPTION

I.T. INTEGRATOR

THE COLLEGE

Pymble Ladies’ College is a K-12 College of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Uniting Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian religions and provides care for day and boarding students.

COLLEGE LEADERSHIP

The Principal is responsible for the leadership and management of the College. However, all leadership positions play a vital role in shaping, influencing, implementing and evaluating College policy and practice. Within this, the leadership team at Pymble has responsibility for leading a dynamic, proactive and inspiring culture within the College.

Strong and positive leadership is inclusive of:

- A strong belief in and commitment to the College vision, mission, values and goals
- Fostering and building a culture of participative leadership across the College
- Supporting the Uniting Church ethos
- Promoting, representing and acting for the College in a positive and professional manner

THE ROLE

Reporting Relationship

The role of I.T. Integrator is responsible to the Director of Innovative Technologies and works closely with the Lead Integrator to support staff in their professional learning and purposeful use of technology from K to 12.

Position Statement

The I.T. Integrator will be a highly qualified and exceptional teaching practitioner who demonstrates enthusiasm and the ability to inspire others. They will be expected to work with teachers to optimise student learning through the effective integration of pedagogy and technology across K-12. This person will ensure strong technology adoption in the classroom that is contextual, purposeful and in alignment with the pedagogical direction of the College.

The role of I.T. Integrator will be required to teach a limited number of lessons.
Key Accountabilities

The position responsibilities are summarised in the following areas:

1. **Provides support to promote professional learning in the areas of pedagogy and technology integration across the College**
   - Uphold the values and expectations as described in the Staff Code of Conduct of the College
   - Work closely with Director of Innovative Technologies and the Lead Integrator to translate the needs of curriculum into the realities of I.T. technologies, striving to achieve a balance between classroom innovation and a seamless integration of technology with security and reliability
   - Work closely with academic staff and students to create and maintain a supportive and motivating environment that allows staff opportunity to confidently use technology as a natural, complimentary and valuable tool
   - Provide consultation to the I.T. Department regarding appropriate hardware and software for use by staff and students
   - Work closely with key members of the I.T. Department to create and develop appropriate systems for use by staff and students to support and ensure the strong adoption of I.T. systems
   - Participate in networks with like-minded schools locally, nationally and internationally

2. **Mentoring of staff in the development, implementation and evaluation of technology based curriculum projects**
   - Research current educational trends with a focus on teaching and learning with technology
   - Work closely with key members of staff to scope and create appropriate tools and systems for use by staff and students using the College platform for virtual learning
   - Encourage innovative approaches to curriculum design and implementation utilising technologies
   - Assist staff in developing best classroom practice underpinned by differentiation and developmental teaching philosophy
   - Create opportunities for the development of productive teams of teachers in the planning and delivery of technology rich learning experiences for students
   - Manage teams of people to ensure the effective education of technology

3. **Professional Learning**
   - Commitment to personal and professional learning relevant to technology and education
   - Enhance skills and knowledge through participation in professional learning that supports innovation and best practice
   - Conduct professional learning programs for staff
4. Risk Management

- Report directly to the Principal on any matters relating to Child Protection
- Inform the Head of Operational Services of risk management issues as they arise
- Assist in monitoring a safe and secure school environment for staff and students

Other duties that may be required from time to time

The Principal may direct other reasonable and relevant duties.
KEY COMPETENCIES

- Demonstrate a willingness to support the ethos and values of the College and, within this, lead by example

- Ability to provide effective, collaborative, dynamic, innovative and strategic leadership in the area of curriculum-based technologies

- Ability to evaluate the deluge of digital resources available to teachers and selectively implement initiatives that consistently improve student learning outcomes

- Extensive knowledge and expertise in current technologies that are relevant to the curriculum and its delivery

- Excellent interpersonal oral and written communication skills including effective writing skills and skills in developing rapport and quality relationships with the range of stakeholders in the college community

- Demonstrated commitment to engaging in and leading professional learning

- Ability to demonstrate professional conduct and discretion in relation to confidential matters at all times

- Demonstrate knowledge of the expectations relevant to ensuring Duty of Care for students and the ability to fulfil these according to College policy

- Work productively and collaboratively as a part of the College staff

- Possess appropriate academic and teaching qualifications