Digital Integrator (K-12)

Purpose and Outline of Role

The Digital Integrator (K-12) will support teaching staff in the discerning use of ICT to enhance student learning and ensure curriculum and technology are positively connected. S/he will also assist the IT Department with the day-to-day management of classroom technology in both the Junior and Senior Schools, supporting staff to be confident and self-sufficient users of technology.

Reporting Relationships

The Digital Integrator (K-12) reports ultimately to the Principal for all aspects of the role and directly to the Director of Curriculum (7-12) and the Director of Curriculum (K-6). On a day-to-day basis, the role also involves close collaboration with the Head of Junior School, Head of ICT, members of the IT Team, the Communications Department, and other senior staff.

Employment Basis

This is a full time permanent position to commence in Term 1, 2025. This position will have a teaching load, if required, of up to 0.4 FTE.

Duties and Responsibilities (as Digital Integrator)

1. Professional Learning and Curriculum Support
   - Train staff to utilise software applications, hardware and other technology effectively and confidently, through face-to-face and one-on-one professional development sessions (before, during and after school hours).
   - Develop online training modules, training videos and "how to" guides to support staff and students in their use of technology.
   - Develop and lead professional learning workshops and courses on a regular basis to support the use of technology in the classroom.
   - Assist with the ICT Induction Process for new staff and students, including presenting sessions and developing support materials as required.
   - Work collaboratively with Heads of Department and classroom teachers to research, develop and use technology effectively in teaching and learning and to ensure efficient administrative processes.
   - Develop and support the mapping and integration of the general capability of information and communication technology in the Years K–10 curriculum.
   - Be knowledgeable in National (ACARA) and NESA curriculum requirements of ICT skills for students across K–10.
   - Strong working knowledge of student device platforms including but not limited to iPads, Laptops, Interactive whiteboards.
   - Work collaboratively with teachers to model best practice in ICT and Digital Integration in the classroom.
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2. Support and Business as Usual Activities
   - Provide ad-hoc support in the use of Queenwood technology systems.

- Work with teachers to manage, format and populate the Learning Management System (LMS) and communication portals consistent with Queenwood Standards.
- Respond to allocated support requests and queries in a timely, friendly, professional and supportive manner, escalating if required.
- Keep abreast of new and emerging technologies.

3. Maintain professional networks
   - Proactively build and maintain connections with ICT professionals within and beyond the school sector.
   - Liaise and meet with ICT professionals in similar school settlings, e.g. IPSHA ICT Umbrella meetings
   - Remain abreast of emerging technologies and best practice in the sector.
   - Positively contribute to a safe and secure online environment for students, staff and parents, ensuring security of data and information.

Duties and Responsibilities (as a Classroom Teacher)

- Plan, prepare and deliver instructional activities that facilitate active learning.
- Develop units of work and lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support instruction.
- Observe and evaluate students' performance and development.
- Assign and grade class work, homework, tests and assignments in a timely manner.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required within regulatory frameworks and under School policies.
- Prepare required reports on students and activities.
- Manage student behaviour in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Perform certain pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organisations.
- Participate in department and school meetings, parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.
- Attend meetings, training, school functions as required and perform regular duties such as playground duty, invigilation etc. Some of these may require attendance out of hours.
- Engage in an annual review and development process in alignment with the Australian Professional Teaching Standards in the spirit of ongoing professional learning.
- Participate in the School's outdoor education program during Camp Week.
- Contribute to departmental and School programs and activities beyond the curriculum.
- Perform such other duties as the Principal may from time to time direct.

Qualifications and Experience

- Demonstrated capability to assist and train adults and/or students in the effective and appropriate use of technology to support their own roles.
- Teaching degree and/or other qualification in ICT (highly desirable), and an equivalent level of practical skills and experience.
- Strong working knowledge of various operating systems and platforms including Windows, MacOS and iOS.
- Experience and/or understanding of a BYOD environment.
- Strong working knowledge of a range of software applications, learning management systems, school management systems and cloud-based platforms such as Adobe CS and Microsoft 365. Knowledge of Schoolbox, Sentral and/or Clipboard an advantage.

Personal Attributes

- Infectious passion for technology, especially in an educational context.
- Highly motivated with a strong "can do" attitude.
- Engenders mutual respect with students, staff and parents.
- Excellent written and oral communication skills.
- High level organisational and planning skills.
- Has a high attention to detail.
- Willingness to work productively as part of a team and also independently without direct supervision.
- Models and promotes lifelong learning.
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school.

Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety by completing risk assessments, addressing hazards and reporting safety incidents.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC & NESA number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESA to teach in NSW.

Closing Date for applications is **9am, Friday 15 November 2024.** Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.