



HEAD OF INFORMATION TECHNOLOGIES

Reports to Head of Learning and Teaching

Position:

The Head of Information Technologies will be an encouraging, supportive, leading teacher who is a role model in providing academic excellence within this subject area. The Head of Information Technologies will be responsible teaching, maintaining and enhancing the delivery of Information Technologies across the College.

Personal Attributes:

The Head of Information Technologies will have the following experience and skills:

- Tertiary qualifications in the relevant discipline
- Teaching experience and demonstrated capacity to lead the designated learning area
- The ability to model excellent teaching principles and practices
- A strong interest and expertise in developing curriculum within the learning area
- The ability and desire to integrate a distinctively Christian worldview into the curriculum and pedagogy of the Faculty
- Strong organisational skills
- Effective interpersonal and communication skills
- Demonstrated understanding of the needs of students in the learning area
- Demonstrated usage and commitment to e-learning technologies
- Willingness to develop personal knowledge of learning styles and theories

POSITION RESPONSIBILITIES:

Staff Management:

- Act as a role model and resource for staff
- Provide support and encouragement to staff in delivery of their technology curriculum
- Support and guide the teachers in the delivery of Information Technology in their respective classroom environments

Curriculum & Pedagogy:

- Maintain consistent standards of assessment and reporting across the learning area
- Ensure that the College's Information Technology curriculum reflects both developments in the learning area and government requirements and is prepared, implemented, and evaluated in a systematic manner
- Develop exemplar documents and clear guidelines
- Develop scope and sequence documents for the Learning Area to ensure a cohesive approach to curriculum across the entire College.
- Provide guidance to staff on appropriate teaching methodology and suitability of curriculum material and resources
- Work collaboratively with the other Heads of Departments in matters relating to curriculum development and leadership.



- To support and guide staff with the planning, development and evaluation of their programs
- Demonstrate and encourage innovation in the use of various technologies to enhance curriculum delivery.
- Remain up-to-date with outside developments in teaching and learning in the relevant subject area(s). This may be through professional reading, further study, representation on professional organisations such as the VCAA, participation in networks, school visitations etc.

Teaching and Learning

- Conduct Information Technology classes in Years 7 – 10 and at VCE level.
- Provide assistance to classroom teachers at other levels of the school in the area of Information Technology
- Promote contemporary approaches to teaching and learning.
- Ensure that teaching and learning programs are of high professional standards.
- Work with teachers to develop and implement appropriate assessment and recording procedures.

Management of Resources:

- Coordinate the acquisition of new resources for the Department
- Work with teachers to prioritise needs for capital resources and advise future budget needs
- Work with the IT Tech Team to investigate and design the implementation of computer systems to meet specific needs of work areas;
- Work with the Head of Learning and Teaching and the Deputy Principal to evaluate and coordinate the school's software purchases and licensing to ensure that all software titles are properly licensed and support open-ended activities across the curriculum;
- Carry out a range of complex and varied tasks requiring the selection and application of new and existing techniques and methodologies necessary to support and develop systems software or other support processes;

Communication/Administration:

- Liaise with and attend regular meetings with the Head of Learning and Teaching
- Ensure that there is clear communication regarding curriculum between the Junior, Middle and Senior Schools
- Assist in the development of report templates
- Advise and supervise Faculty publications, report blurbs, student handbooks, Newsletter articles etc.