



JOB DESCRIPTION

Position : **Director of Academic IT**
Reports to : **Headmaster**
Must liaise with: **Heads of School and all teachers**

In addition to the usual expectations of a Malvern College Egypt teacher, this role carries extra responsibilities as outlined below and has a whole College role.

Overview of role:

- *leading the development of The College's ICT strategy to provide an integrated learning network*
- *developing the action plan / road map for integration of services*
- *ensuring that IT systems are fit for purpose and meet day to day learning needs*
- *championing SIMS – The College's Management Information System*
- *contributing to the strategic plans of Malvern College Egypt*
- *coordinating, developing and extending the BYOD scheme*
- *leading technology integration in the classroom*

Strategy

- contribute to the creation of an overarching integrated ICT Vision and Strategic Development Plan, ensuring alignment with our College Guiding Statements
- ensure that related policies are updated where necessary and added to when required
- ensure that staff development needs are identified and appropriate training is identified

Integration

- to work towards integrated service provision at all levels
- to audit system and processes and provide recommendations on improving, replacing or removing services
- to plan and oversee digital infrastructure projects and renewals

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IT Systems

- Work closely with the IT Manager to ensure software and hardware are appropriately deployed
- Create an annual budget proposal for capital and recurring ICT costs in order to support planned teaching and learning, administration needs and the ICT strategic plan
- Work with academic staff to make best use of SIMs and collaborate with other Colleges
- Champion the BYOD scheme, assess its effectiveness and plan for extending

Technology integration

- Demonstrate excellent skills in implementing technology in the classroom
- Act as a mentor, guide and demonstrator for technology integration into classroom learning
- To oversee ICT projects as directed by the Headmaster and the College Leadership Team

Any other tasks as directed by the Headmaster