Schedule 1

POSITION DESCRIPTION
DIRECTOR OF INFORMATION TECHNOLOGY & LEARNING

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DIRECTOR OF INFORMATION TECHNOLOGY & LEARNING

Section 1.	School Identification

School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Location

157 Kingsway, Darch, 6065 Western Australia

Section 2.	Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values, which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3.	The Position

Title

Director of Information and Learning

Section/Department/Learning Area

Information Technology

Tenure

Commencing Term 2, 2019. This is a fixed term 3 year contract (with the possibility of an extension for an additional 3 years), subject to the satisfactory completion, by the appointee, of a six (6) month probationary period, to a standard acceptable to the College.

Section 4.	Remuneration Terms and Conditions

Individual Letter of Appointment. Salary package commensurate with qualifications and experience.

Section 5.	Workload

Full-time (1.0FTE)

Section 6.   Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Business Manager, Deputy Principal (Curriculum) K-12, Deputy Principal (Students) K-12, Head of Primary K-6, Marketing and Enrolments Manager and the Director of Information Technology & Learning.

The Director of Information Technology & Learning position reports to the Principal.

Section 7.   Responsibilities and Duties

Overview

You are employed as a Director of Information Technology & Learning for Kingsway Christian College, and report directly to the Principal, to provide leadership in the continuous improvement of systems, infrastructure, processes and support throughout the College. As the Chair of the IT Training Team, the Director of Information Technology & Learning will work with other significant leaders within the College to contribute towards whole College strategic thinking and planning.

The Director of Information Technology & Learning is responsible for the successful management of the College IT infrastructure, support and systems along with procured services.

Christian Values

This position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;

- Modelling Christian behaviour, practices and beliefs;

- Building cooperative and supportive relationships with staff, students and parents;

- Striving for excellence in performance and participation;

- Always acting in the best interests of the College, the Association and its ethos.

Key Responsibilities

Leadership and Governance

- Build the capacity of both staff and students to utilise IT in support the College's mission.

- Lead the continued development, refinement and implementation of the College's IT Strategic Plan incorporating the following areas: IT Leadership and Governance; Teaching and Learning; Information Management and Application Architecture; Infrastructure Architecture; IT Organisation and Operations; Data Analytics.

- Oversee the operations of the IT Training Team and report to the Principal and the SLT on the IT programme.

- Lead, coordinate and direct the IT Training Team.

- Continue to develop and refine associated application integration to the Learning Management System.

- Oversee IT governance issues, risk and compliance, security and data management, disaster recovery and business continuity requirements.

- Plan, submit and coordinate IT budgets across the College.

- Coordinate and manage IT procurement processes.

- Be responsible for the effective engagement of, and collaboration with external IT service providers.

Teaching and Learning

- Oversee and coordinate the development of best practice in the use of learning technologies to enhance the teaching and learning at the College in coordination with the Deputy Principal (Curriculum), the Head of Primary and the curriculum office.

- Oversee and coordinate the further development of the College's Learning Management System and other appropriate education tools.

- In conjunction with the Deputy Principal (Curriculum) and the Head of Primary, foster innovation and maintain the College at the forefront of integrating educational IT applications and systems to enhance Teaching and Learning and educational outcomes.

Information Management and Application Architecture

- Oversee and coordinate the development and further integration of the Learning Management System to enable effective operation of the College.

- Develop and coordinate the implementation of appropriate communications platform for the College, including internal and external interfaces, in conjunction with appropriate stakeholders.

- Oversee and coordinate the further development of appropriate Data Analytics within the College.

- Coordinate the successful implementation of a College-wide Data and Information Management strategy.

- Manage the College's intranet and connections to the Internet and links to other organisations.

- Advise on technical issues regarding the College's website, and liaise with those developing and designing the website content, the publishing of information on the web, and the application of content filtering.

Infrastructure Architecture

- Oversee the development and maintenance of all IT infrastructure to ensure best practice and up to date equipment.

- Develop and implement solutions for the IT infrastructure needs through the College.

- Maintain and develop appropriate electronic data storage and security solutions for the College.

IT Organisation and Operations

- Liaise with the College IT provider in facilitating innovation in teaching and learning through technology.

- Develop clear and easily-accessed channels for communication and support regarding IT operations

Data Analytics

- Drive the development of online solutions for the capture of student data to optimise the administration process across the College.

- Build staff capacity to access and utilise data through the development of data-visualisation resources and tools.

- In conjunction with the Deputy Principal (Students), ensure pastoral analytics are developed and utilised to enhance holistic development of students.

Section 8. Selection Criteria

Pre-requisites

1. To have a valid Department of Education Criminal History Clearance no more than 3 months old, prior to commencement of employment.

2. To have or have ability to provide a valid Working With Children Check Card.

3. To provide a written reference from your Church Pastor/Minister.

Essential

1. Have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.

2. Be supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

3. Tertiary qualifications and proven experience in information or computer science or a related area.

4. High-level expertise and experience in IT leadership at a senior level, within a large corporate organisation or leading school.

5. Proven leadership in the development and delivery of organisation, or school wide IT strategies, systems and services in a dynamic environment.

6. A strong people manager, with experience in leading teams, and experience in project and program management.

7. Ability to understand the role of IT facilitating effective delivery of high quality teaching and learning outcomes.

8. Experience in vendor management; experience across the full procurement lifecycle including multiple business unit budget management.

9. Excellent service delivery skills and demonstrable understanding of ITIL environments and historic implementation of ITIL practices.

10. An ability to prioritise, meet deadlines and work under pressure, whilst motivating the team.

11. An outstanding communicator and stakeholder engagement through both written and verbal communications, to ensure engaging, effective and collaborative outcomes are achieved.

12. Demonstrate high standards of professional and personal integrity and a capacity to promote these in a Christian School context.

Desirable

1. Previous experience in an educational environment preferred.

2. Knowledge of SEQTA and Maze highly regarded.

Section 9.   Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

Please go to the College website at http://www.kingsway.wa.edu.au/employment for the Employment Application Information, Application Form and other required reading. Enquiries can be made to the Human Resources Manager on 9302 8720 or to HR@kcc.wa.edu.au.

Applications must include a completed Admin & Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12pm Thursday 7 March 2019

Peter Burton
Principal
February 2019