

ROLE	HEAD OF INFORMATION AND LEARNING TECHNOLOGY
TEAM	Information and Learning Technology Team
REPORTS TO	Director of Finance & Operations
DIRECT REPORTS	Database & Analytics Administrator Network Administrator SOE & Deployment Administrator Help Desk Projects Team



Excellence
Belonging
Authenticity
Imagination

THE ROLE

The Head of Information and Learning Technology (ILT) is pivotal to the lives of our students, teachers and operational staff. It supports what we do every day – teaching, learning, research, and administration – by managing and integrating information management and technology services at the School. In close consultation with the Director of Learning Reimagined and the Director of Finance & Operations, the role is responsible for the strategic use of all technological resources around the School.

The Head of ILT provides the School with the leadership and expertise to enable the ILT team to execute the School's vision and strategy across its information, communications and learning technology functions.

A successful Head of ILT is a driver of future-ready learning and business practices, positioning the School as one of excellence both nationally and internationally. They provide exceptional vision and leadership for the development and implementation of innovative information, communications and learning technology across the institution.

QUALIFICATIONS

Tertiary qualification (e.g. Bachelors' Degree) in IT or related field

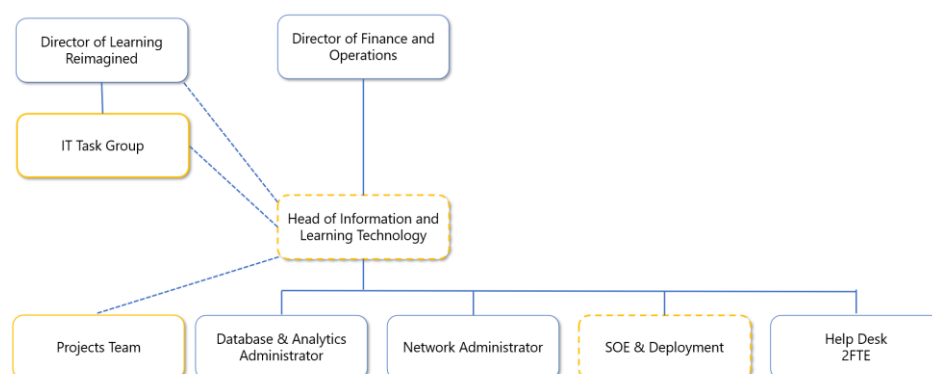
EXPERIENCE

Previous excellence in IT role

Previous management experience

Previous experience in a school

MY TEAM



CONNECT ✨ EVOLVE ✨ THRIVE ✨ SHINE ✨ INITIATE ✨

KEY RESPONSIBILITIES

1. **Develop, implement and refine the pedagogical strategy for the School's information and learning technology**

In consultation with the Director of Learning Reimagined:

 - oversee and coordinate the development of leading practice in the use of learning technologies to enhance the teaching and learning at the School;
 - oversee and coordinate the further development of the School's Learning Management System and other appropriate education tools;
 - provide advice on the evaluation, selection, implementation and maintenance of information systems, ensuring appropriate investment in the rights systems and products (including testing and reporting);
 - foster innovation and maintain the School at the forefront of integrating educational ILT applications and systems to enhance teaching & learning and educational outcomes; and
 - provide training and professional development to staff on new applications for educational systems and programs, showing them how to use it.
2. **Manage the ILT systems within the School**

Develop, maintain and define the School's ILT systems architecture, defining the standards and protocols for data exchange, storage, communications, software and the interconnection of network information systems. This includes:

 - managing all hardware and software systems within the School, from servers and networks to individual laptops and telephones;
 - managing the development, evaluation, coordination and refinement of the information and technology systems, including the telephone, print management and office automation systems;
 - developing and maintaining system recovery plans and maintaining the School's disaster recovery strategy plan and business continuity plan; and
 - overseeing the development of guidelines, policies and practices regarding the School's systems administration.
3. **Lead the ILT Team**

Provide strategic leadership and effective management to the ILT Team, including in relation to professional and career development, coaching, facilitating, training, motivation, work prioritisation, performance management, recognition and feedback. This responsibility also includes ensuring that team goals are aligned with the School's strategic goals.

Ensures effective management of the functions of the ILT Team, including networks, database and analytics, standard operating environment and deployment, help desk, special projects, and the School's learning and pedagogical systems.
4. **Manage data security**

Ensure the data protection of private and sensitive information entrusted to the School by its community (students, parents and employees) to the School, including ensuring appropriate network, software and hardware mitigations are in place and developing and implementing appropriate data protection policies, procedures and practices.
5. **Manage contractor relationships, external providers and budgets**

Has oversight of all pedagogical and administrative systems, including:

 - providing advice on the evaluation, selection, implementation and maintenance of ILT systems, ensuring appropriate investment;
 - reviews software, hardware maintenance and telecommunications acquisition and maintenance arrangements, including developing appropriate acquisition, maintenance and leasing strategies (and managing related industry relationships); and
 - input towards the annual operating and capital budgets for ILT.