Role Description   Director of IT / Teacher

Vision statement:	*Learning excellence, centred on our Catholic faith, personal growth, service to others and strong academic success.*
Purpose:	Liaising with key internal and external stakeholders to support the ongoing operation and reliability of the school's IT systems.
Reports to:	Principal/Deputy Principal
Responsible to:	The Principal through the Deputy Principal and other members of the Senior Leadership Team.
Works with:	Internal and external stakeholders – Cyclone, IT providers, staff working with KAMAR, Principal's Nominee, daily operations

KEY TASKS DIRECTOR OF IT

KEY TASKS	EXPECTED OUTCOMES
1. Systems	• Work with and oversee Cyclone onsite technicians to manage IT systems and infrastructure. • Work with property team to meet with support contractors when needed (including projector tech, sound tech, cabling and electrical). • Project management hardware and software upgrades • Liaise with N4L engineers/helpdesk when required • Work in collaboration with the Business Manager to plan, manage, and monitor IT budgets, assets, leases, and contracts, including capital and operational expenditure, equipment, and service renewals (photocopier, website, IT support contractor). • Administer TELA laptop scheme including ordering and the management of the end of lease process • Aid with induction and onboarding new staff (IT systems) – Laptop, ADS, KAMAR, Schoology, Office 365, Google • Oversight of the school LMS (Schoology) (KAMAR-Schoology sync) . • Oversight of Microsoft Licencing and other software licences (Adobe, Kahoot, Screenpal etc) • Oversight of school phone and paging systems – liaising with provider and tech partners • Working with SLT to track IT misuse and to gather other evidence as required. • Oversight of school CCTV system and on-going development
2. KAMAR	• Oversight of the school SMS (KAMAR) – Changing access permissions and monitoring users. • Liaise with SLT and Data Manager in creating and maintaining report templates and work with SLT in charge of reports when developing, modifying and administering term reports.
3. Operations	• Liaise with PN and NZQA exam centre manager regarding digital exam requirements • Ensure exam laptops are updated and ready for exams – liaise with Cyclone tech • Overview of administration of School Bell/PA System – set bell schedules, blackouts and overrides – ensure lockdown system is functional

Role Description   Director of IT / Teacher

KEY TEACHER TASKS

KEY TASKS	EXPECTED OUTCOMES
1. **Support the Special Character of the College**	• Participate in the events and practices of the College which relate to its Special Character and the upholding of the school values.
2. **Maintain high professional standards**	• Uphold the values, standards, and positive reputation of the College and as set out in the Teaching Council Standards.
3. **Contribute to the Department**	• Carry out the required College and department administrative procedures and tasks assigned including working with others in curriculum planning and resource development.
4. **Classroom teaching**	• Design learning and plan lessons in order to best engage students and progress their learning, based on curriculum and pedagogical knowledge, assessment information and an understanding of positive learning focussed and professional relationships using each learner's strengths, interests, needs, identities, languages and cultures.
5. **Commitment to the College's Co-Curriculum Programme**	• Make yourself available for a co-curricular activity (sporting or cultural) that requires time outside of normal school hours, including weekends in either summer or winter.