International School
TELEMARK

Job Description: IT/School Support

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Approval by: DPA

Overview

Post	IT/School Support
Reports to	DPA (webmaster role) or DPC (other support areas)
Supervises	Website, IT projects and development, students (as cover)
Responsibility	Web maintenance, IT staff support and learning, teacher cover
Revision date	September 2015

Purpose of post: The IT/School Support role is a 50% temporary post that supports the development of the school's online presence and both staff and student ICT knowledge and skills.

This is a part time role dependent on three different areas:

- IST school website development and maintenance (webmaster);
- IT support through teacher support, training, systems development and 1:1 mobile device project;
- Teacher cover for lessons.

The post will have school holidays. Pay will be on the IST scale, dependent on the staff member's qualifications. Additional teacher lesson cover outside of the 50% role will be paid as pro rata.

Characteristics of the post holder

- Committed to the core goal and mission of the school and the provision of the highest educational standards
- Professional, with relevant specialist educational needs qualifications
- Relevant, varied and successful experience

1

- Excellent interpersonal and communication skills
- Well organised
- Willing to be involved in the extra-curricular life of the school
- Ability to plan over a prolonged period, while paying attention to detail
- Ability to exercise initiative, accept responsibility and accountability, and be flexible
- Knowledge of current educational developments and legislation
- Knowledge and understanding of IT and IT support in schools

Responsibilities

1   Specific core tasks to role

- Working with managing and developing the IST website
- Proactively seeking to improve and enhance the IST website and IT systems
- Developing aspects of the website in both English and Norwegian
- Supporting staff understanding and use of IT and IT resources
- Working with students and classes engaged on the 1:1 mobile device project
- Training of staff to use software and specific school agreed systems and programs
- Meet and work with teachers and outside educational agencies
- Communication with other staff
- Attendance at IT related meetings
- Further occasional support with IT for the rest of the school if needed
- Audit of the use of technology in classes by teachers and students
- Supporting staff in the understanding and use of IT tools and such devices as google apps for education, apple apps, tablets, ipads and chromebooks in order to enhance the learning in the classroom

2   Daily tasks

- Maintenance of the IST website
- Working with students and groups on using IT in school work and specific projects
- Uploading information and resources onto the IST website
- Substituting for teachers when necessary

3   Professional development

- IT
- IB

- Norwegian language

4   Personal qualities

- Professional attitude and dress code
- Collaborative team player
- Use of initiative and proactive in identifying and solving issues
- Open minded, supportive and friendly

Further

- To carry out any reasonable task which may be required from time to time by the Principal, Deputy Principal Administration or Deputy Principal Curriculum
- The duties outlined in this job description may be modified by the Principal, with agreement of the post holder, to reflect or anticipate changes in the job, commensurate with the salary and job title