Job Description

Position Title:	Lead ICT Integrator
School / Entity:	Central Office
Reports to:	Director of Technology
Direct reports:	Nill
Award:	Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025
Classification:	TBA Based on applicant experience
Management Level	Level 5
Date created / revised	August 2025 Review due August 2028

What's it like working at St Philip's Christian Education (SPCE)?

St Philip's is focused on providing quality education in a caring, secure, and challenging learning environment based on Christian beliefs, values, and practice.

Our organisation's core values are:

- Christ First - we want to honour Christ in all things.
- Serve One Another - we want to appreciate the unique God-given potential of each person.
- Strive For Excellence - we want to aim to do our very best all the time.
- Do What Is Right - we want to always behave in a Christian manner.
- Build Community - we want everyone to feel they belong.

What's it like working in the Central Office?

The Central Office exists to:
- Ensure the organisation remains true to its Christian Mission
- Ensure that all activity and endeavours result in better outcomes for our students
- Pursue growth opportunities
- To facilitate the efficient functioning of the schools

Rationale:
The Lead ICT Integrator is a key driver of digital transformation across our school group. Working within the Central Office ICT team and traveling around our schools, this position is responsible for leading the strategic integration of technology across our multi-school group, ensuring alignment with the organisations vision, mission, values, and strategic priorities.

Working closely with school-based ICT Integrators and the Central Office ICT team, this role will develop and implement frameworks that enhance teaching and learning, promote student wellbeing in digital environments, and foster a culture of data-informed practice. The role also advocates for educational priorities in ICT decision-making and leads professional development initiatives to build digital capability across the organisation.

The weekly schedule of this role is flexible by negotiation at the time of appointment, allowing the candidate to maintain a small teaching load where appropriate.

The Lead ICT Integrator will assist the Central Office in the following ways:

Personal Christian Life:
- Promotes the vision and ethos of the organisation and its schools
- Maintains an active involvement in a local Christian evangelical fellowship
- Attends and participates in staff devotions and prayer meetings
- Participates in professional development relating to the philosophy and practice of Christian Education

Key Responsibility Areas:
- **Strategic ICT Integration**
  - Lead the development and execution of the group-wide ICT integration strategy.
  - Work with the AI taskforce to develop and manage our AI roadmap for educational use, ensuring ethical, purposeful, and pedagogically sound implementation.
  - Explore opportunities to reduce workload and compliance tasks using AI and other ICT tools for teaching staff.
  - Collaborate with school-based ICT Integrators and leaders to ensure consistent and effective rollout of strategic ICT initiatives.

- **Digital Learning Frameworks**
  - Create frameworks for classroom device usage that promote engagement while limiting excessive screen time.
  - Develop guidelines for safe and responsible device use in classroom and at home, including internet safety, cyberbullying prevention, and digital wellbeing.
  - Provide guidance, workshops and resources to help parents confidently support their children's safe and effective use of technology at home.

- **Advocacy & Collaboration**
  - Act as a key liaison between the central office IT team and teaching staff, advocating for educational needs in ICT decision-making.
  - Ensure that technology infrastructure and tools support effective teaching and learning outcomes.
- **Professional Development**
  - Design, deliver, and evaluate professional development (PD) programs for teachers focused on:
    - Integrating technology into pedagogy

- Using the LMS effectively
- Applying data analytics tools in the classroom
  - o Develop online training modules, training videos and "how to" guides to support staff and students in their use of technology. •
  - o Develop and lead professional learning workshops and courses on a regular basis to support the use of technology in the classroom.
  - o Provide ongoing support and coaching to educators to build digital confidence and capability.
  - o Team-teach lessons with teaching staff across year levels where necessary to provide guidance for staff and students.
  - o Research and report to teachers on current issues relating to the use of learning technologies in the school curriculum.
  - o Continute to update and develop the content and resources on the AI Resource Hub

- **Learning Management System (LMS) Enhancement**
  - o Lead initiatives to improve LMS usage across schools, ensuring it supports curriculum delivery, assessment, and communication.
  - o Integrate LMS functionality with other digital platforms to streamline teacher workflows.
  - o Stay up to date with current features and tools available within the Schoolbox solution.
- **Data Analytics Integration**
  - o Play a key roll in the implementation of **EduBI** as the central data analytics tool for educators.
  - o Develop training and support resources to help teachers use data to inform instruction and improve student outcomes.
  - o Promote a culture of data literacy and evidence-based decision-making across the organisation.

- **Technology Awareness & Integration:**
  - o Develop and implement training and support programs to enhance the adoption of modern technologies and processes.
  - o Stay up to date with emerging technologies and school-based systems such as Tass, Schoolbox (LMS), EduBI, VIVI, Commbox, Microsoft 365 and Apple, ensuring their effective integration into teaching and learning practices.
  - o Remain abreast of emerging technologies and best practice in the sector.
  - o Positively contribute to a safe and secure online environment for students, staff and parents, ensuring security of data and information.

Workers WHS Responsibilities:

Workers have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.

Key Relationships:
Director of Technology, Central Office ICT Team, School-based ICT Integrators, Cross School Teaching & Learning Teams, Wellbeing Teams, School Leadership, and Executive Team, PD Coordinator in each school.

Judgement and Decision Making:
- Use own judgement, initiative, and critical thinking skills to develop and build solutions, and resolve issues and incidents as they arise.
- Decisions of a non-routine or politically sensitive nature must be referred to the Team Leader.
- A capacity to identify important issues and risks
- At all times the incumbent is required to comply with organisation policies and procedures.

Management Skills:
- Ability to effectively plan, organise and manage own time to achieve targets and meet deadlines.
- Ability to supervise staff
- Demonstrate a strong commitment to change processes.

Interpersonal Skills:
- Ability to show understanding and patience in communicating with staff and third-party vendors.
- Friendly yet professional communication style.
- Excellent written communication skills.
  - Actively participate in a team environment to:
    - Share workloads & knowledge
    - Solve problems collaboratively
    - Assist each other with management of projects
    - Collectively make decisions.
- Open to change and innovation.
- Show leadership qualities and ambitions, with a drive to help and develop others.

Qualifications and Experience:
- Teaching degree and/or other qualification in ICT (highly desirable), and an equivalent level of practical skills and experience.
- Demonstrated capability to assist and train adults and/or students in the effective and appropriate use of technology to support their own roles.
- Experience in ICT integration within educational settings.
- Strong working knowledge of various operating systems and platforms including MacOS, iOS and Windows.
- Strong understanding of digital pedagogy and student wellbeing.
- Experience with LMS platforms and data analytics tools (preferably Power BI).
- Proven ability to design and deliver professional development.
- Excellent communication and stakeholder engagement skills.
- Strong understanding of data analysis, data storytelling and data informed teaching practices.

Conditions Of Employment

- Conditions of employment including leave and long service entitlements will be on parity with those set out in the Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025.
- Remuneration will be in line with the Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

Declaration

I acknowledge that I have read and understood the requirements and responsibilities of this position and have discussed the JD and the key responsibilities of the role with SPCEF Ltd. I declare that I am able to fully undertake the inherent requirements of this role.

Employee Name:	
Employee Signature:	
Date:	