



POSITION DESCRIPTION

Title: Technology and Education Specialist
Department: Information Services
Location: All Campuses

Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The role of our Technology and Education Specialist is to actively engage with and support all educators across the College to advance their core responsibilities through the effective adoption, utilisation and performance in the use of appropriate and impactful technologies. Through advising the staff on the use of new technologies in the classroom, in learning management and administrative support, by communicating and advocating for major technology programs, and by providing advice to technology project teams on the use of systems and platforms by staff and students, the Technology and Education Specialist will make a significant impact on the technology capability and effectiveness of staff and the College.

The Technology and Education Specialist will have a strong understanding of human centred design principles, an understanding of contemporary enterprise technologies and their applications, and an ability to understand and have empathy for teaching pedagogies and classroom requirements.

These roles will play a key part in the communications between technology and teaching stakeholders and serve as an advocate for teaching requirements across the College's digital transformation program.

The role requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Qualities in personal engagement and the formation of positive relationships with students, staff and parents are essential.

Core Duties and Responsibilities

- Assist teaching staff in building their awareness and understanding of the technologies and platforms available to them across the College
- Support teaching staff in adopting new technologies by providing one-to-one and group training
- Support the teaching staff in effectively implementing technology-based approaches to enhance their teaching, student learning and overall outcomes, performance and engagement
- Support administrative staff and other educators in the utilisation of technologies to enhance their efficiency, effectiveness and impact
- Develop training materials tailored for teaching staff and students
- Provide advice to technical support teams on key issues and themes experienced by teaching staff and students in their engagement with the College's technology platforms
- Assist in the preparation of user requirements documents, personas and customer journeys to support IT system development and integration
- Support technical staff in developing proofs of concept, technical demonstrations and user trials
- Coordinate user acceptance testing (UAT) across the teaching community
- Maintain the tracking of teacher and student issues with software deliveries

Our Xavier Leadership Traits

As a leader of the College, the Technology and Education Specialist should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions

- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Selection Criteria

Essential

- Experience in stakeholder liaison or another communications-related discipline
- An ability to understand technical documentation and architectures, and to articulate technical concepts clearly to a wide range of audiences
- An understanding of human centred design and user experience design principles
- Well-developed stakeholder management skills
- Excellent verbal and written communication skills
- Experience in leading training for, or presenting to large groups

Desirable

- A Bachelor's (or higher) Degree in communications, psychology or IT, or
- A Bachelor's Degree in teaching and significant experience in a technology-related role or sector

Compliance Requirements

In this role, you are required to be fully aware and accepting of the College's Child Protection & Safety program and ensure the wellbeing and protection of every child in our care.

- Working With Children Check 'E' card
- Australian Childhood Foundation "Safeguarding Children" online module
- DET Mandatory Reporting and Other Obligations Training (annual update)

- Province Code of Conduct and acceptance of the Code (on appointment)

Other Duties

The nature of the position is such that the Technology and Education Specialist may be required to be available outside normal school hours and be available to attend College events as might be relevant. The Technology and Education Specialist may also be asked to undertake other leadership responsibilities as directed by the Head of Information, Communications and Technology or the Principal, in accordance with the needs of the College.

Terms and Conditions

Reporting Line: The position of Technology and Education Specialist reports to the IT Projects Coordinator, and subsequently to the Head of Information, Communications and Technology.

Tenure: Ongoing

Location: Kew

Hours of Work 35 hours per week

Classification Full Time, Term Time Only.

All other terms and conditions in accordance with the section listed for General Staff in the Xavier College Employment Agreement 2016.