

THE BRITISH INTERNATIONAL
SCHOOL OF NEW YORK
MANHATTAN

IT and Technology Co-ordinator

Job Description:

This is an exciting opportunity to join an excellent team of staff and take the lead in developing this important subject area in the school. The successful candidate will deliver lessons to students across Years 3-9 as well as collaborating with Early Years specialists on introducing Technology to their curriculum. The main responsibility of the post is to foster enjoyment, confidence and enthusiasm in students and staff about the use of IT and Technology. It is anticipated that the successful candidate will also wish to contribute to the wider life of the school in other subject areas or beyond the curriculum.

Key Responsibilities:

- Lead and oversee the development of Technology and IT across the school
- Be accountable for planning independently and collaboratively for our students' diverse learning needs
- Planning based on agreed upon student learning outcomes as detailed in the English National Curriculum
- Involving students in planning for their own learning and assessment
- Planning PYP & MYP units of study to be explored in depth
- Planning and teaching that develops each student's technology skills
- Teaching and applying the skills of Information Communication Technology (ICT) in all areas of the curriculum
- Addressing assessment matters throughout the planning process
- Creating meaningful and relevant student centred lessons and assessments that engage learners
- Planning and teaching which emphasizes connections between and among curriculum areas
- Using a variety of resources representing multiple perspectives.
- Teaching using multiple types of inquiry
- Assessing student performances in a variety of ways and maintaining accurate student records
- Communicating regularly and professionally with parents
- Commitment to ongoing professional development
- Help to develop external links to make the most of IT and Technology as tools for learning
- Ensure the school has a coherent, vigilant and regularly updated approach to E-safety for students, staff and parents

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- Devise and implement appropriate School Policies and Protocols to ensure the safe and effective use of Technology across the school

Person Specifications

- Qualified teacher
- Excellent communication skills and be willing to adapt to the demands of an international school
- Passion for teaching young children
- Flexible and able to use own initiative
- Well organized and good time management skills
- International perspective
- Knowledge of IB or a willingness to learn
- A team player

Why work at BIS-NY?

Combined with the traditional skills of the English National Curriculum, BIS-NY 's unique curriculum inspires and challenges our students to develop a love of learning and develop as balanced individuals, academically successful and willing to take risks to face the challenges of an ever changing world of the 21st century.

Our students and teachers come from all walks of life, but the enthusiasm they share for learning and teaching brings them into a unique sense of community that celebrates and thrives on diversity.

Terms:

- Salary –commensurate with experience
- Lunch is provided free of charge in the school dining hall
- Teachers are required to attend In-Service/Inset and Staff Meetings
- Subject to fingerprinting and background check
- The post becomes available from September 2017

The British International School of New York is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. All appointments are also subject to the receipt of satisfactory references.