



SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK

Shrewsbury International School

Job Opportunity

Job Specification Digital Literacy Coordinator

Posting Date: 3rd March 2016

Closing Date: 23rd March 2016

Position Title: Digital Literacy Coordinator

Department: ICT (Junior)

Salary: Shrewsbury International School QTS salary scale applies.

Benefits: An excellent international package of benefits including:

- Two-year contracts;
- Excellent accommodation in Central Bangkok for singles and couples is available subject to availability at The Chatrium, adjacent to the school (www.chatrium.com) or for singles, couples and families at Bangkok Garden, only minutes from the school (www.bangkokgarden.com). The accommodation is provided free of charge, although a small tax deduction is made at source.
- Flights at the beginning and end of each contract;
- Relocation allowance at the beginning and end of employment;
- Medical insurance with BUPA;
- Generous support for personal professional development

General: Shrewsbury is one of South East Asia's outstanding international Schools with enrolment of 1600 students from Early Years to Sixth Form, exceptional examination result and particular strengths in the creative arts, design and sport. The school itself enjoys a delightful and spectacular setting, right on the bank of the Chao Phraya River in the heart of Bangkok. The teaching environments are spacious, fully equipped and dramatic. The school is readily accessed by road and has its own boats, which provide easy and quick link to Bangkok's Skytrain and the city centre. The link with Shrewsbury School UK (www.shrewsbury.org.uk) is taken very seriously and year-on-year, develops into a world-class educational partnership.

Position Summary: The Digital Literacy Coordinator is part of the ICT Department and is responsible to the Director of ICT, Mr. Simon Aves. They will also report to the Vice-Principal with regards to the development of Digital Literacy in the Junior School.

Key expectations of the successful applicant:

- Is responsible for the school iPad Program in Years EY1 to Year 8.
- Is responsible for the strategic planning and promotion of Digital Literacy within the school.
- Will work closely with Year Team Leaders and other school leaders on planning and delivering Digital Literacy initiatives within the school.
- Will lead, help, support and advise all teachers in respect of Digital Literacy.
- Is responsible for contributing to an annual management report each Academic Year to the Board of Governors in respect of Digital Literacy and of E-Safety.
- Is responsible for leading on the strategic planning of E-Safety within the school and its community.
- Will be able to act as a source of support, advice and expertise within the school for all matters regarding E-Safety.

Candidate Profile: The successful candidate will:

- Will be a dedicated teacher capable of inspiring students and teachers;
- Will have excellent skills and experience in the use and application of digital literacy in a school setting.
- Will have the ability to inspire, lead and model good use of digital literacy for improved student learning across the Junior school and middle years.
- Be energetic and dynamic in promoting the importance of Digital Literacy and E-Safety in the whole school community.
- Be open to regular training and professional development in this field.
- Enjoy working closely with and advising other school leaders on areas relating to information literacy, e-safety and digital citizenship.
- Be a good presenter -and have the ability to deliver presentations and workshops to all members of our school community.
- Will have an extensive knowledge of current pedagogy and tools.
- Will have a full working knowledge of The National Curriculum for England and Wales with the ability and aspiration to attain high standards.

Safeguarding:

Shrewsbury International School is committed to Safeguarding and promoting the welfare of children.

The successful candidate will be required to:

- Attend a compulsory Child Safeguarding course
- Promote and safeguard the welfare of all students in the school. The successful candidate will understand their duty to report to a designated Child Protection Officer any concerns they have for the welfare of a student. This may include the reporting of unsafe

practices witnessed within the school as outlined in the school's Whistleblowing Policy.

- Form a professional relationship with the students where personal boundaries are respected and maintained.
- listen to and help pupils resolve issues that may be creating barriers to learning;
- seek advice from a Line Manager or Child Protection Officer with issues or concerns related to Child Safeguarding

This post is subject to satisfactory:

- Thai Police check prior to the start of the employment.
- Formal proof of identity with photo ID (Original Driving License / Passport/ID card).
- 2 signed confidential references before the start of the employment.
- Verification of original qualifications.

How to Apply: Applications will be only be accepted on the official Shrewsbury International School Application Form, which is available on the school website under "Job Vacancies".

Further Details: Full details of the school are available on our website at www.shrewsbury.ac.th.
Enquiries should be forwarded to jobs@shrewsbury.ac.th.