

ICT Teacher & Technology Coordinator

For the new academic year 2024-2025, the Berlin British School is seeking to employ for a full time ICT Teacher and Technology Coordinator to join our team, who has the ability to teach ICT to at least IGCSE level.

Berlin British School (BBS) is an independent, private school that has officially been granted the status of an authorized Ersatzschule by the Berlin Senat Administration for Education. At BBS we are experienced in combining the best of British, international and German education to students aged 3-18 from a wide variety of cultural backgrounds (at present we have students from over sixty nationalities attending the school, many from a diplomatic background).

Applicants should have the minimum qualifications of a Bachelor's degree from a respected university and a recognized teaching qualification. English fluency is required; however, there is no requirement to speak German.

As the school's ICT Teacher, you would be responsible for the following:

- *Teaching Information Communication Technology to Secondary school level students. The ability to teach Design Technology or another subject to the same level would be beneficial.*
- *The continuing development of the G6-G8 ICT curriculum, as well as working collaboratively to develop the Design Technology or other subjects' curricula with those departments.*
- *The continuing development of Primary and Secondary ICT curriculum integration.*
- *The continuing development of Secondary ICT curriculum including Computer Science and IB level.*
- *A responsibility for the continued development of Digital Citizenship values both in and out of the classroom.*
- *A responsibility for the continued development of programming skills across the curriculum.*
- *A supervisory role over school technology and its use and upkeep by students.*
- *The willingness to contribute to and help develop the school's extra-curricular programs, including Robotics and Coding among others.*

As the school's Technology Coordinator, you would be responsible for the following:

- *Identifying new and emerging educational technologies to support student and faculty learning, growth and development.*
- *Modelling effective uses of educational technology, coaching and supporting teachers and other school community members in using technology to enhance student learning.*
- *Ensuring seamless integration of information and digital literacy standards into the curriculum across the school sites.*

- *Developing and coordinating digital literacy and digital citizenship scope and sequence across the school's sites.*
- *Leading the development and interdisciplinary implementation of technology into all aspects of the curriculum.*
- *Collaboration with our Data Protection Officer to ensure GDPR compliance across the school sites.*
- *Collaboration with our Network Administrator to manage the purchase, implementation and upkeep of technology across all sites.*
- *Managing and maintaining the school's Management Information System (iSAMS) and Learning Management systems (Google Classroom, SeeSaw, Managebac) as well as working with the administration and leadership staff on the development, publication and storage of reporting cycles and information.*

Position Requirements

- *Excellent leadership, communication and collaboration skills*
- *Excellent interpersonal and time management skills*
- *Experience using Google Workspace and Microsoft Office preferred*
- *Experience using iSAMS Management Information System preferred*
- *Experience working with multiple operating systems, including Apple Macbooks, Windows, Chromebook and Tablet devices.*
- *Fluency with systems thinking and design thinking*
- *Curriculum development knowledge*
- *Ability and willingness to demonstrate the BBS Mission Values – Guiding Confident Learners, Developing a Caring Community and Promoting Creative Thinkers.*

Qualification Requirements:

- *Bachelor's Degree in related subject (ICT or Education)*
- *Postgraduate Certificate of Education*

Interested applicants should send a **CV, teaching qualifications, degree certificates** incl. **academic transcripts** and a **brief cover letter** to recruitment@berlinbritishschool.de