

Role Description Cards

Resource 02b

School Management Team/Executives Roles

- Understand the foundations of *Technology Together*, including the metacognitive learning process
- Be committed to the school's involvement in *Technology Together*
- Introduce *Technology Together* to staff and encourage them to be involved
- Promote a shared vision for ICT integration
- Participate in the planning process
- Provide strong support for the *Technology Together* process
- Allocate resourcing (as available) to the integration process, including release time
- Support the facilitators and mentors, acting as a sounding board and critical friend
- Allow *and encourage* teachers to take risks
- Continue to provide opportunities (e.g., in staff meetings) where teachers are encouraged to discuss, reflect, share and celebrate achievements
- Expect accountability
- Keep in touch with the external partner
- Model being an ICT learner yourself



ICT 'Expert' Roles

- Advise on what is and isn't possible, but try not to discourage teachers from ambitious or innovative goals
- Provide technical support for initiatives implemented by teachers
- Provide a supportive but also educative role when problems arise. A careful balance needs to be maintained between solving problems for teachers and allowing them to learn to solve their own problems, while not becoming frustrated
- Make suggestions on hardware and software purchases that will benefit the whole school community



Companion Mentor Roles

This role may overlap with that of *Technology Together* Facilitator.

- Develop a deep understanding of, and commitment to, the metacognitive approach
- Work with teachers as they set their goals and prompt them to be ambitious
- Provide 'side-by-side' support to individual teachers, not just in relation to technical or skills-based support, but also in terms of affects, motivation and strategies.
- Discuss and suggest learning strategies that are consistent with the metacognitive approach
- Encourage teachers to document, share and celebrate their achievements
- At all times be patient and calm when working with teachers
- Provide support without doing everything for teachers
- Be willing to be self-reflective and critique your own helping strategies



Technology Together Facilitator Roles

Facilitators don't have to be ICT 'experts' and they don't have to work side-by-side with teachers. Their role may overlap with that of Companion Mentor.

- Develop or maintain good rapport with, and respect from, other staff
- Demonstrate commitment to teacher learning and school improvement
- Develop a sound understanding of *Technology Together*, and the metacognitive approach
- Promote ICT integration across the curriculum
- Take responsibility for overseeing the planning, implementing and evaluating of the *Technology Together* cycles
- Engage and motivate staff (in partnership with executive)
- Ensure that time is set aside at meetings etc for discussion and reflection
- Exert a reasonable degree of assertiveness, to get the project going and keep it running
- Provide accountability

