

## POSITION DESCRIPTION

<b>Position:</b>	<b>Head of Digital Learning</b>
<b>Reporting to:</b>	<b>Director of Information &amp; Technology Innovations, Vice Principal</b>
<b>Department:</b>	<b>Information and Technology Services</b>
<b>Date:</b>	<b>November 2024</b>

### Primary Purpose

The *Head of Digital Learning* is a pivotal educational leader at Tintern Grammar, driving the strategic integration of digital technologies to enhance learning experiences. This role is instrumental in cultivating a digitally fluent community, ensuring that both staff and students are equipped for the evolving demands of the digital age. By fostering innovation and leveraging digital solutions, the *Head of Digital Learning* will enhance pedagogical practices, elevate student outcomes, and solidify Tintern Grammar's position as a leader in contemporary education.

### Position in Context

The *Head of Digital Learning* collaborates closely with the *Director of Information & Technology Innovations*, and the Vice Principal to create and communicate a digital learning vision, across the school. This role is crucial in developing trust in the direction and impact of the digital learning strategy. Additionally, the Head advocates alongside the Junior School *Digital Learning Teacher* for a school-wide digital learning culture, nurturing staff confidence and empowering them to experiment and innovate in digital learning environments. By developing and leveraging school-wide connections, this position advances the school's digital processes and strategies within the framework of the strategic direction.

### Freedom to Act/Autonomy

The *Head of Digital Learning* will contribute to the strategic planning and development of literacy and technology projects aimed at enhancing teaching and learning outcomes at Tintern Grammar in collaboration with the *Director of Information and Technology Innovations* and the Junior School *Digital Learning Teacher*. This includes ensuring that staff and students develop proficiency in using digital technologies to improve learning outcomes. This role contributes to the decision making in relation to the teaching, learning and wellbeing platforms used across the school, driving and supporting their adoption by staff, students, and families. Additionally, the Head inspires and supports discovery and research into digital learning across the school and contributes to conversations on future digital learning directions. This role will also work with the *Director of Professional Learning* to roll out sub-school or schoolwide PD as part of the PD program.

### Major Responsibilities

#### Staff Capability

- Work in collaboration with the Junior School *Digital Learning Teacher* to
  - Assess teacher capability and practice, plan and deliver a program to upskill staff in essential ICT skills and practice.
  - Design and roll out workshops and self-paced resources for teachers that foster growth and meet their personal needs.
  - Coordinate partner-delivered workshops where appropriate.
- Coordinate new teacher induction workshops pertaining to digital technologies and provide at-the-shoulder support.
- Work with individual Departments in the secondary school to design digital technology opportunities to foster growth aligned to their specific needs.

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- Work in collaboration with *Senior Systems Integrator* to develop and maintain a database of staff digital technology competencies and promote self-improvement opportunities where possible.

## Student Capabilities

- Work in collaboration with the Junior School *Digital Learning Teacher* to:
  - Develop a scaffold for student skills that is applied across stages of learning
  - Plan, deliver and assess a program to upskill students in essential ICT skills

## Learning Platforms, Apps, and Services

- Work in collaboration with the Junior School *Digital Learning Teacher* to:
  - Research, advise, and lead the relevant associated digital integration projects.
  - Survey staff to understand needs, identify patterns, and design solutions to address gaps.
  - Deliver staff workshops for staff in relevant platforms and technologies, including AI.
  - Use data to measure the effectiveness and uptake of current systems and implementation approaches.
- Work in collaboration with *Senior Systems Integrator* to:
  - Provide input into the building of templates, and system configuration defaults to ensure consistent application and use of learning systems.
  - Provide input into the app ecosystem for teaching, learning and wellbeing.
  - Support learning analytics in approaches, skills, and best practice

## Research, Development, and Advisory

- Work in collaboration with *Director of Information & Technology Innovations* to
  - Lead research and innovation in AI for learning, and advise on pedagogical benefits, providing appropriate training and applying appropriate cautionary practices.
  - Contribute digital perspectives to, and lead discussion of effective practice in assessment, feedback, and reporting.
  - Engage with relevant parties to support innovative practices in credentialing, certifying, and providing platforms to digitally badge student achievement
- Support and encourage teacher research in the use of digital technologies, empowering staff at Tintern Grammar.

## Other Responsibilities

- Attend HoD meetings to provide updates, advice, and ascertain ongoing areas of need.
- Provide leadership and direction to a team that enables effective ICT integration and practice.
- Network with educational technology groups, other schools, and forums to determine the most effective and innovative practices in ICT education.
- Liaise with the relevant staff at Tintern to lead the ongoing implementation of safe and responsible online behaviour.
- Liaise with staff to discuss emerging technologies, student trends, and innovative practices.
- Contribute to community conversation about digital technologies and practices through school publications when necessary.

## Key Relationships

Director of Information & Technology Innovation  
Vice Principal

Senior & Middle Management  
Junior School Digital Learning Teacher  
JS STEAM Specialist  
Teachers and Support Staff  
Students  
Parents and Community

## **Direct Reports**

None

## **Competencies Required**

- Ability to contribute to and communicate a digital learning vision, leading the evolution of a digital mindset within an educational context.
- Proven track record of fostering innovation and leveraging digital solutions to enhance pedagogical practices.
- High level of proficiency in digital technologies, ICT integration, and contemporary educational tools and platforms.
- Strong collaboration skills, with the ability to work closely with senior leadership, staff, and external stakeholders.
- Expertise in using data to inform strategic decisions and promote a data-informed culture of teaching, learning, and wellbeing.
- Excellent written and verbal communication skills, capable of advocating for and developing a school-wide digital learning culture.
- Ability to lead and manage Digital Technology projects, ensuring timely and effective implementation.
- Experience in assessing and developing staff capabilities through targeted professional development programs.
- Capacity to lead research and innovation in digital technologies and AI for learning.

## **Essential Qualifications**

- Relevant Degree/s in Education, Information Technology or a related field: Demonstrates a strong foundation in educational pedagogy and digital technologies.
- Proven experience in a leadership role within an educational setting, with a focus on digital learning, ICT integration and library management
- Ongoing commitment to professional learning in digital technologies and educational innovation.

## **Desirable Qualifications**

- Postgraduate Degree in Digital Learning, Educational Leadership or a related field: Provides advanced knowledge and understanding of the intersection of education and technology.
- Membership in Professional Organisations: Active participation in educational technology groups or forums, indicating a commitment to staying current with industry trends and best practices.

## **Child Safety**

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The

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screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

## **Tintern Grammar's commitment to Child Safety.**

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

## **OH&S**

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*

I have read and acknowledge the requirements of this position.

Signed..... Date.....