POSITION DESCRIPTION

POSITION: Head of Digital Learning & Innovation

KEY RELATIONSHIPS: This position reports to the Director of Learning Design and Development in the first instance. All positions at the School ultimately report to the Principal.

POSITION STATUS: Full time, 5-year tenured appointment as Head of Digital Learning and Innovation. 8 weeks annual leave per annum.

PRIMARY FOCUS: To develop and maintain a successful Digital Learning program at CGGS.

DOCUMENT DATE: June 2019

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW’S WOMAN

Our Vision
A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission
A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values
We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars
- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto
‘Utilis in Ministerium’ (Useful in Service)

CAMBERWELL GIRLS GRAMMAR SCHOOL - CHILD SAFETY COMMITMENT
All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.
STAFF OBLIGATION TO CHILD SAFETY

All staff at CGGS take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards - Managing the risk of child abuse in schools”. The CGGS Commitment to Child Safety is incorporated into the School's employment cycle from recruitment and reference checking to induction, six and twelve-monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy.

CHILD SAFETY EXPECTATIONS FOR TEACHERS

All teachers at CGGS must ensure that at all times their students have a child safe learning environment. Each and every interaction that a teacher has with a student will be conducted with child safe standards in mind, having understanding of the CGGS child safe policies and procedures. This specifically relates to all student interactions in the classroom, outdoors, excursions, incursions, co-curricular lessons and events, School carnivals, School camps, and parent involvement activities.

THE ROLE

The position is a Leadership Team role with an accompanying teaching load of approximately 0.4 FTE. This allocation may include timetabled classes and/or collaborative teaching opportunities. The role of the Head of Digital Learning & Innovation is to build and maintain a successful Digital Learning program within the school by helping to create an educational atmosphere conducive to learning and developing the use of technology throughout the school to enhance learning experiences. The Head of Digital Learning & Innovation is expected to support the school vision, mission and strategic plan by working with all members of the school community, Heads of Department and the Senior Management Team to develop a vision for how technology and media can be utilised to enhance, improve and support communication, curriculum and learning as well as the operational efficiency of the school.

The position includes a classroom teaching role. The role of the teacher is to develop and implement the Australian Curriculum consistent with the School’s philosophy, policies and practice. It is expected that CGGS teachers respect and support the School's ethos, values, policies and procedures while working with loyalty and commitment to the School.

KEY INTERNAL CONNECTIONS

Reporting directly to
- Director of Learning Design and Development

Associated Relationships
- Principal
- Senior Management Team
- Deputy Head of Senior School - Teaching and Learning
- Deputy Head of Junior School - Teaching and Learning
- Makerspace Coordinator
- Junior School STEAM Coordinator
- Heads of Departments
- Digital Literacy Coordinator - Junior School
- Year Level Coordinators
- Class teachers
KEY MEMBERSHIPS

The Head of Digital Learning & Innovation will be a member of the following CGGS committees/groups:
- Senior Management Team
- Technology Management and Innovation Group

KEY DUTIES & RESPONSIBILITIES

1. Leadership
   - Ensure the strategic vision for leveraging technology to enhance learning experiences prepares our students for their futures and aligns with the CGGS Strategic Plan
   - Lead, collaborate with and coordinate staff and students in the use of technologies with an emphasis on growth, creativity and innovation
   - Reimagine Digital Learning at CGGS informed by research, contemporary pedagogy and current and emerging technologies
   - In collaboration with the Director of Learning Design and Development and the IT Operations Manager, implement the CGGS Digital Learning strategy
   - Ensure effective processes are utilised in the selection, use, sharing and evaluation of technology
   - Engage and develop partnerships to enhance student opportunities
   - In conjunction with the Head of Media Technology, be responsible for leading the use of digital communication tools to collaborate and engage locally and globally
   - Actively work and contribute to the continuous learning improvement cycles at Junior and Senior School
   - Continually improve practice by remaining informed of contemporary digital learning tools and practices
   - Advise and consult with Senior Management on digital educational projects and initiatives that would benefit students within Junior and Senior School and promote digital learning within the school community
   - Build confidence and competence across the community through the continued development of digital literacy and technology skill sets
   - Contribute content to School publications such as the website and newsletters, including information to inform the community about the progress of digital learning at CGGS
   - Attend HOD meetings and contribute to School policy and program development
   - Facilitate appropriate consultation, including convening and chairing meetings as necessary
   - Provide leadership at key school events and programs

2. Digital Learning within Senior and Junior Schools
   - Work with individual departments / subjects / teachers on assisting students to demonstrate their learning through digital technologies, working closely with the Head of Media Technology and Makerspace Coordinator
   - Partner in a collegial manner with year level and department teams to develop units effectively using technology for learning in the classroom
   - Ensure classroom teachers are utilising technology effectively in the classroom
   - Assist and support students in the development of Digital Portfolios which demonstrate and provide evidence of their learning
   - Evaluate Digital Learning programs collaboratively with teaching partners, parents and students as appropriate, using agreed flexible systems
   - Inspire and lead learning within the community to purposefully and authentically integrate technology to support learning
   - Empower students, staff and the wider community to purposefully choose resources that enhance student and adult learning
   - Responsible with Deputy Head of Senior School: Wellbeing and Deputy Head of Junior School: Wellbeing for leading Digital Citizenship learning within CGGS
• In consultation with the Junior School and Senior School Leadership Teams, develop and implement a digital learning plan that reflects age appropriate learning opportunities
• Promote student engagement and success as an important element in developing digital learning

3. Curriculum, Assessment and Resource Development
• Support implementation of CGGS curriculum through working with subject teachers to incorporate digital learning into core subjects and electives, including documentation of how technology is embedded across subjects and year levels
• Ensure that units of work meet the Australian Curriculum requirements and that these are documented as required through the school’s Learning Management System
• Coordinate the design, implementation and integration of instructional technology within the F-12 curriculum
• Develop and implement projects which merge ISTE Standards with Australian Curriculum concepts
• Work with the Director of Learning Design and Development and Deputy Head of Senior School: Teaching and Learning to develop new electives and subject choices with a technology focus, such as applied computing and informatics
• Ensure learning assessments are relevant, equitable, communicated to key stakeholders, and used formatively to extend each student’s growth in personal learning
• Develop programs that support equitable ongoing participation of indigenous and culturally and linguistically diverse students

4. Professional Learning
• Participate regularly in professional learning
• Attend meetings and conferences on curriculum and/or student wellbeing developments and maintain expertise in the area of digital learning
• Prepare and implement a professional learning plan in accordance with School priorities, AITSL Professional Standards, and the individual professional learning needs of the staff
• Participate in the School Review process in order to continuously improve teaching knowledge and practice
• Be reflective of own professional practice within the changing educational landscape and emerging pedagogical trends
• Provide professional learning opportunities and mentoring of staff in the use of digital technologies
• Ensure online learning opportunities exist to enhance and extend learning throughout the school and provide relevant training for staff and students
• Develop Professional Learning opportunities to assist teachers in using technology effectively for teaching and learning
• Support teachers in how to best document and record student learning, and create digital learning content and exemplars
• Demonstrate enthusiasm and commitment to professional learning growth through reflection, collaboration and innovation
• Initiate collaborative professional relationships, engage in research and provide quality opportunities for pre-service teachers
• Maintain external professional networks
• Mentor staff members as required

5. Teaching
• Develop and implement programs that improve student and teacher use of digital technologies and encourage staff to use contemporary teaching methodologies
• Model exemplary teaching, assessment and reporting practices
• Utilise differentiation strategies and assessments to cater for individual learning needs
• Use digital technologies to support contemporary teaching practices and foster engaged learning
• Ensure teaching is grounded in educational research and best practice
6. **General Administration and Other Activities**

- Support the aims and ethos of the School
- Keep abreast and adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms, school rules and the safeguarding of children
- Set a good example in terms of dress, punctuality and attendance
- Attend and contribute to meetings for subject, faculty and staff and parent-teacher meetings, school events, Open Day, excursions, assemblies and services,
- Be actively involved in the School’s co-curricular program
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students
- Supervise student teachers as required
- Act as a mentor for staff members as required

7. **Teaching Load**

- This position has a teaching load of approximately 0.4 FTE

8. **Other duties as requested, appropriate to the position**

- Undertake ad-hoc projects, and other appropriate duties as directed by the Principal

**KEY SKILLS & KNOWLEDGE**

- Qualified, experienced and successful teacher
- Knowledge of Apple products (including iPads, Macbooks)
- Strong understanding of ISTE Standards
- Excellent ICT skills
- Experience with coding and robotics
- In-depth knowledge of applicable data privacy practices and laws
- Strong budgeting and financial accountability
- Able to articulate a coherent philosophy about the development of exemplary teaching and learning practice
- Excellent organisation and time management skills
- Experience and willingness to present to peers and larger audiences
- High level computer competency
- Advanced MS Office Suite skills
- Excellent interpersonal skills
- Experience and confidence in dealing with difficult and sensitive issues
- Knowledgeable regarding current research and practice in teaching and learning
- Demonstrated commitment to best practice in teaching and learning
- Demonstrated capacity to lead, collaborate with and inspire staff
- Demonstrated ability to plan, implement and evaluate programs
- Demonstrated ability to initiate, manage and champion innovation
- Working knowledge of the Australian Curriculum
- Willingness and ability to contribute to the co-curricular program
- Ability to interpret the degree of intervention required in individual cases
- Commitment to School policies, procedures and codes of conduct
KEY PERSONAL ATTRIBUTES

• A love of teaching girls and a passion for education
• A strong interest in working around and with children
• High level interpersonal skills and proven ability to work collaboratively in a team
• Positive and flexible attitude
• Enthusiasm and energy
• Self-motivation
• Service ethos
• Commitment to achieving best practice
• The ability to be discreet and maintain confidentiality
• Loyalty and commitment to the School, students and staff
• Strong leadership qualities

QUALIFICATIONS

Essential Criteria:
- Tertiary degree in Education
- Current Registration with the Victorian Institute of Teaching
- First Aid Qualification
- Anaphylaxis Awareness qualification in line with Ministerial Order 706
- Extensive experience in Educational Technology or Digital Learning roles
- Experience working in a leadership capacity within an Educational Technology or Digital Learning team

Desirable Criteria:
- Post graduate qualification/s in educational leadership/technology integration
- Experience with AI, VR and AR
- Apple Teacher Certification
- Adobe Certified Expert

PROFESSIONAL EXPECTATIONS

• Demonstrate commitment to Ministerial Order No. 870 “Child Safe Standards” and CGGS Code of Conduct
• Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
• Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
• Meet expectations as set out in the Staff Handbook
• Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy, including participation on OHS training as required
• Work safely and report any hazards in accordance with school procedures

APPLICATIONS

All applications should be sent via email to:
  Erin Colwell / Fiona Lear
  Director of Human Resources
  employment@cggs.vic.edu.au

CLOSING DATE

Sunday 23 June 2019, at 5.00pm. Any applications received after this time will not be considered.

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs of the School.