



Director Digital Agency and Learning Systems (R-12)

ROLE DESCRIPTION

ROLE TITLE:	Director Digital Agency and Learning Systems (R-12)
CLASSIFICATION:	POR 4
DURATION:	4 Years
TIME RELEASE:	Whilst the POR 4 release allocation in the South Australian Catholic School Enterprise Agreement 2020 is 6.5 hours per week, the College will endeavour to allocate a release time of up to 12.5 hours per week
COMMENCEMENT:	21 January 2025
RESPONSIBLE TO:	Reporting to the Deputy Principal Learning and Achievement (Secondary), Deputy Principal Head of Primary, and working closely with the College Leadership Team
KEY RELATIONSHIPS:	Internal: Principal, College Leadership Team, Henley and Beverley Leadership Teams, ICT Committee, Curriculum and Pastoral Leadership Teams, Teaching Staff, ICT Team, Administration Staff External: Digital Platform Providers (SEQTA, Orah, TrackOne etc, Smart Lab), CESA
LOCATION:	Based at the Secondary Campus, with time also spent at the Primary Campus

PURPOSE

The Director Digital Agency and Learning Systems (R-12) promotes, maintains and enhances the Catholic identity of the College and is committed to a Lasallian philosophy of education.

In consultation with the Principal and Deputy Principals, the Director Digital Agency and Learning Systems (R-12) is responsible for developing and implementing a strategic vision in all areas of Learning focussed ICT, as well as enhancing student and staff agency when engaging with existing and emerging technologies. A focus on learning analytics enhances the College's capacity to collect, analyse, and report on data that relates to students, including their wellbeing, learning, and achievements, in order to facilitate optimal learning environments and learning outcomes.

The Director Digital Agency and Learning Systems (R-12) will engage with teachers, students, parents, and the wider community to extend the responsible and creative use of technology across the College for the purpose of enhancing student learning as well as the professional practice of teachers. Coaching staff and

communicating the processes, understanding, and use of data analytics will also be vital in College data informed strategies.

The Director Digital Agency and Learning Systems (R-12) will drive the innovative use of both current and future technologies in order to inform best teaching practice and student learning outcomes across the College and is responsible for developing a culture whereby data informs strategy in both learning and teaching excellence.

ROLE ACCOUNTABILITY

The Director Digital Agency and Learning Systems (R-12) is part of the Henley and Beverley Leadership Teams and reports to the Deputy Principal Learning and Achievement (Secondary), Deputy Principal Head of Primary; with whom they work in close collaboration.

Leadership responsibilities will be discharged in accordance with the College's Mission and Vision Statement and policies.

DUTIES:

- To maintain, and strive for continuous improvement in, the quality of digital pedagogy, data informed teaching, assessment and reporting of curriculum
- Be responsible for the development and communication of new initiatives to staff, students and the community
- To lead and build capacity in teaching staff in development of innovative digital teaching strategies and procurement and use of resources which enhance curriculum delivery, student agency and engagement in learning
- Foster a climate of shared learning and continuous improvement for both staff and students
- Develop the agency of staff to evaluate programs through data collection and analysis
- Maintain knowledge of and communication of current research findings related to the effective use of technology and learner analytics in the College's educational and pastoral programs
- Liaise with Leaders of Learning and other relevant staff to identify opportunities to integrate digital technologies formally and explicitly into curriculum documents and in the classroom.
- Advise and assist staff in the effective implementation of contemporary pedagogy including scheduling a significant number of periods per fortnight to be actively present in classrooms supporting staff and students with integrating digital technologies into learning activities.
- Be responsible for supporting the incorporation of the ICT capability (Australian Curriculum and SACE), across Learning Areas
- Select, maintain and review digital resources, texts, and materials in consultation with Learning Area Leaders
- Make recommendations to committees re procurement for budgeting purposes and prepare and manage budget.
- Oversee the report preparation and generation process in collaboration with the Director of Curriculum and Assessment and Deputy Principal Learning and Achievement (Secondary) and Director of Teaching and Learning (Primary).
- Be the SEQTA School Education Contact
- Facilitate the professional learning of staff in the areas of digital pedagogy, learning platforms and data analytics, including maintaining a video library of support references
- Oversee and develop the analytics dashboard of student data (ie CESA systems/Track One) and lead the practice for teaching staff in the use of data for effective student learning outcomes

- Work with respective leaders to devise strategies for tracking and analysing student performance and wellbeing in order to ensure students are well supported and enriched in their learning
- Analyse data from NAPLAN, SACE, WEC, PULSE, Orah, Smart Lab, SEQTA, PAT, TrackOne, College reports and other forms of internal and external assessment in order to contribute recommendations to whole College improvement
- Keep community members informed of significant learning platform developments and facilitate opportunities for them to make necessary changes to their programs and/or pedagogy in light of these developments
- Engage in internal and external professional development and networking opportunities and associations in areas relevant to education, technology and data analytics
- Any other tasks as directed by the Principal or his delegates
- This is a new role. The Position Information Description (PID) may be reviewed and reconfigured if needed as the role evolves.

PERSONAL CAPABILITIES

- Demonstrated understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Demonstrated high levels of IT skills in an educational context
- Demonstrated excellence as an educator of young people
- Demonstrated success and experience with incorporating digital technologies into their own teaching practice in broad and diverse ways.
- Demonstrated skills and abilities as an educator capable of effectively training colleagues in individual, small group and whole of staff settings.
- Demonstrated ability to provide clear and effective leadership to teaching and other staff
- Demonstrated experience and success in curriculum planning and data analysis review as well as teaching strategy, development and implementation.
- Demonstrated ability to coach, guide and mentor staff to enhance their professional growth
- Demonstration of effective teaching practice to staff and students
- Highly effective administration and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated ability to communicate effectively to engage with staff, students and parents
- Demonstrated commitment to life-long learning and professional development
- Excellent time management and organisational abilities
- Demonstrated ability to be successful in a demanding and multi-faceted role
- Commitment to the purpose and philosophy of the Catholic understanding and exercise of pastoral care
- Demonstrated commitment to the co-curricular programme of the College
- Collaborative, a high attention to detail and a good public speaker

EVIDENTIARY REQUIREMENTS

Essential

- Registration or eligibility for registration with the South Australian Teachers Registration Board and a relevant tertiary qualification or working towards
- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- Completion of Required Core Training programs prior to, or as soon as possible after appointment

Desirable

- Graduate Certificate, Masters of Educational Leadership or equivalent experience
- Role related qualifications or projects
- 5 years leadership experience
- Experience in a similar role
- Experience in leading staff in learning management and support platforms eg SEQTA, TrackOne, Orah

WORKPLACE HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#) . This Code applies standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: July 2024