



Pymble Ladies' College

POSITION DESCRIPTION

Title: Digital Learning Leader

Reports to: Director of Innovative Learning Technologies

POSITION SUMMARY

The role of Digital Learning Leader is responsible to the Director of Innovative Learning Technologies and works closely with the Director – Curriculum Innovation and other Digital Learning Leaders to support staff in their professional learning and purposeful use of technology from K to 12.

ROLE RESPONSIBILITIES

- 1. Provide support to promote professional learning in the areas of pedagogy and technology integration across the College**
 - 1.1 Uphold the values and expectations as described in the Staff Code of Behaviour of the College
 - 1.2 Work closely with the other Digital Learning Leaders to translate the needs of curriculum into the realities of ICT technologies, striving to achieve a balance between classroom innovation and a seamless integration of technology with security and reliability
 - 1.3 Work closely with academic staff and students to create and maintain a supportive and motivating environment that allows staff opportunity to confidently use technology as a natural, complimentary and valuable tool
 - 1.4 Provide consultation to the IT Department regarding appropriate hardware and software for use by staff and students
 - 1.5 Work closely with key members of the IT Department to create and develop appropriate systems for use by staff and students to support and ensure the strong adoption of IT and Digital Learning systems
 - 1.6 Participate in networks with like-minded schools locally, nationally and internationally
 - 1.7 Assist in the design, collection, interpretation of data to guide teaching and learning practice.

- 1.8 Work with students in ICT orientation, leadership and other technology programs
- 2. Mentoring of staff in the development, implementation and evaluation of technology based curriculum projects**
 - 2.1 Research current educational trends with a focus on teaching and learning with technology
 - 2.2 Work closely with key members of staff to scope and create appropriate tools and systems for use by staff and students using the College platform for virtual learning
 - 2.3 Encourage innovative approaches to curriculum design and implementation using technologies
 - 2.4 Assist staff in developing best classroom practice underpinned by differentiation and developmental teaching philosophy
 - 2.5 Create opportunities for the development of productive teams of teachers in the planning and delivery of technology rich learning experiences for students
 - 2.6 Manage teams of people to ensure the effective education of technology.
 - 2.7 Work productively and collaboratively plan for innovative curriculum
 - 2.8 Prepare and implement digital resources
 - 2.9 Design and deliver professional learning opportunities and staff induction
- 3. Communication**
 - 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 4. Risk and Compliance**
 - 4.1 Report directly to the Principal on any matters relating to child protection.
 - 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.
- 5. Professional Learning**
 - 5.1 Conduct professional learning programs for staff
 - 5.2 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 6. Other duties may be required from time to time**

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College
- Ability to provide effective, collaborative, dynamic, innovative and strategic leadership in the area of curriculum-based technologies
- Ability to evaluate the range of digital resources available to teachers and selectively implement initiatives that consistently improve student learning outcomes
- Extensive knowledge of the role of technology in curriculum development, explicit teaching and authentic pedagogy
- An ability to contribute to the review, development and implementation of the school's learning technology vision
- Excellent interpersonal oral and written communication skills including effective writing skills and skills in developing rapport and quality relationships with the range of stakeholders in the college community
- Demonstrated commitment to engaging in and leading professional learning to support and mentor teachers' professional goals in relation to ICT
- An understanding of and experience in co-teaching
- Demonstrate knowledge of the expectations relevant to ensuring Duty of Care for students and the ability to fulfil these according to College policy, and promote and develop digital citizenship
- Possess appropriate academic and teaching qualifications