LEARNING & TEACHING LEADER
DIGITAL LEARNING

Title	Learning & Teaching Leader Digital Learning
Classification	Full-time Ongoing
Position of Leadership	Level 3
Time Allowance	24 periods out of a 48 period allotment
Length of Appointment	3 years
Report	Deputy Principal Learning & Teaching
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	Curriculum Team

Purpose of the Position

The Learning & Teaching Leader Digital Learning is responsible to the Deputy Principal Learning & Teaching for the duties outlined below in accordance with the College policies and procedures. The role of the Learning & Teaching Leader Digital Learning consistent with the College Mission Statement is to provide a vision for and leadership in the provision of a quality educational program.

The responsibility of the Learning & Teaching Leader Digital Learning includes strengthening the performance and development culture of the college by promoting an enriching, supportive and motivating environment for staff, which encourages a sharing of skills, knowledge and ideas. The role of the Learning and Teaching Leader Digital Learning is centered around staff development and the creation of programs, which build on the VIT standards: professional knowledge, professional practice and professional engagement.

Portfolio Responsibilities

1. To supervise the design and development of consistent formatting arrangements for College documentation of the College Handbook, Website content and management arrangements.

2. To provide a vision for the development of contemporary systems and tools for the transforming educational pedagogy through the use of ICT in learning and teaching, assessment and reporting and administration.

3. To develop, maintain and review the College's Strategic Planning in relation to ICT at the College and develop and deliver professional development in the use of ICT.

4. To design and orchestrate a comprehensive professional learning program for staff, which aligns with the College's ICT Strategic Plan, including the rollout of ISTE Standards

5. In cooperation with the Head of Student Wellbeing, Student Wellbeing Leaders and Homeroom Teachers implement and oversee the start of year Student Orientation MacBook Rollout including Parent Information Nights.

6. To oversee the MacBook programme management.

7. To oversee the development of the College Website.

8. To oversee the use of digital technologies as an integral component of learning and teaching programs safely and responsibly.

9. To implement and develop an understanding of the ACARA Information and Communication Technology Capability learning continuum and provide professional development for staff to incorporate this into their daily teaching program.

10. To provide ICT Professional Learning for teaching staff, according to the determined development priority and in alignment with the College's School Improvement Plan.

11. To oversee and facilitate a Professional Learning Team with the aim to enable better outcomes for all students.

12. To oversee the work of the library staff to develop and maintain a well-balanced collection of print, digital, audio-visual and equipment resources which meet the needs of the College's teaching and learning initiatives (including those related to book-listed texts and on-line resources).

13. To provide professional support to the Digital Learning Services Manager and Digital Learning Services team.

14. To chair the Technology Advisory Group (TAG).

Common Responsibilities
To work together with fellow Learning & Teaching Leaders to:

a. Oversee College-wide curriculum mapping related to the relevant Learning Areas and all processes related to course development and course auditing by subject teachers. Incorporate Victorian Curriculum, VCAL and VET requirements, sector requirements and current educational research, with a view to engendering innovative learning and teaching.

b. Conduct regular appraisal meetings for teachers in the Professional Learning Team, with a view to reviewing and supporting future professional growth and development, as outlined in Professional Learning Plans.

c. Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement in student learning outcomes.

d. Make recommendations and contribute to Curriculum Team discussions about the nature of learning and teaching programs at Year 7-10 following analysis of annual course submissions by Learning Area Leaders and subject teachers.

e. Provide leadership in and contribute to developing staff capacity in ICT, including modelling exemplar practice.

f. Contribute to the organisation and implementation of professional learning programs taking into account Learning Area priorities, VIT requirements including PRTs, and initiatives arising from the School Improvement Framework data.

g. Provide information and guidance to staff regarding professional learning opportunities, taking into account individual learning plans and College priorities.

h. Oversee the development of Learning Area strategic plans, in cooperation with Learning Area Leaders.

i. Contribute to curriculum policy review and creation, as recommended by the policy review schedule.

j. Oversee Learning Area-based co-curricular activities together with the Learning Area Leaders.

k. Contribute to the College transition process including transition assemblies, course advisor's workshops, course advice days and parent information nights.

l. Other duties as required by the Principal and/or Deputy Principal Learning & Teaching.

Child Safety

1. Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
2. Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
3. Provide students with a child-safe environment.
4. Uphold a zero tolerance attitude towards child abuse.
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
6. Provide a safe and accessible environment for children with a disability.
7. Implement strategies that promote a healthy and positive learning environment.

Criteria

Applicants to the position should be able to demonstrate:

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
4. A clear vision for the development of a challenging curriculum for a contemporary Catholic College
5. A clear vision for the professional development of teachers
6. Competence in the use of ICT in an educational setting
7. Excellent leadership, organisational and administrative skills
8. Highly developed interpersonal and communication skills
9. An ability to work collaboratively and facilitate dynamic teamwork
10. Proven success as an exemplary teacher
11. Demonstrated understanding of the Horizons of Hope framework and how it relates specifically to the role
12. Appropriate qualifications and educational experience.