



Digital Literacies Specialist

OVERVIEW

Star of the Sea College is a Catholic Independent girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has been under the governance of Kildare Ministries.

All staff members are expected to support the College's mission to empower young people to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Annual Action Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

CHILD SAFETY

Star of the Sea College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members. All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current Working with Children Check (WWC). Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

MAJOR AREAS OF RESPONSIBILITY

- **Resource Development.** Design, create and curate high-quality user education programs, digital resources and publication tools to enhance digital capability of College staff.
- **Instructional Technology Support.** Empower staff and students through personalised one-on-one coaching, structured workshops, new staff induction and leading the evaluation and rollout of new workflow-enhancing software.
- **Digital Records and Information Governance.** Oversee the active and archival digital information architecture of the College. This includes researching best practices to design robust filing structures, establishing standardised naming conventions and monitoring employee compliance to ensure records integrity and retrieval efficiency.



- **Student Engagement.** Support the Library staff in a supervision role and design and lead technology-based activities for student groups.
- **Evaluation & Implementation of Software Applications:** Proactively identify, source and coordinate the functional setup and rollout of new software applications and digital programs capable of optimising operational efficiency.
- **Contribution to Strategic Priorities:** Contribute to the strategic direction for information technologies at the College, serving as an active and informed member of the Technology Committee.

DUTY STATEMENT

The following duties are aligned with the major areas of responsibility.

<p>Resource Development</p>	<ul style="list-style-type: none"> • Learning Resource Design: Design, develop and curate comprehensive user education programs and high-quality digital resources, including online tutorials, guides, and interactive tools, to build the digital capabilities of all staff, being Teachers, Learning Support and Administrative staff. • Platform Management: Oversee, manage and actively promote the use of Go1 (or the College’s staff online training platform) to drive self-paced professional learning. • High-level Digital Support. Where required, create solutions to support digital capabilities and knowledge of staff. Solutions may include creating Power Queries and templates and complex visual content in Canva.
<p>Instructional Technology Support</p>	<ul style="list-style-type: none"> • Classroom Technology Integration: Partner with and support teachers to effectively integrate instructional technology into classrooms to enhance curriculum delivery and student engagement. • Personalised Coaching and Innovation: Provide tailored, one-on-one guidance and instruction to staff based on their specific roles. Actively promote, guide and champion innovation to enhance school processes using current and new technologies, such as Generative AI. • Staff Induction: In conjunction with the Human Resources Manager, coordinate and conduct system familiarisation sessions for new staff as part of the formal Staff Induction program, focusing on core platforms including SIMON and Google Classroom for teachers; and Google suite and specialised applications for Education Support Officers.



	<ul style="list-style-type: none"> • Targeted Workshops and Professional Learning: Organise formal professional learning sessions and present workshops for staff and students on topics of high-interest or high-need areas. • Ethical Technology Advocacy: Promote, model and educate staff on the appropriate, safe and ethical use of digital resources and technology tools, with a strong focus on data privacy, copyright laws and integrity.
<p>Digital Records Management and Governance</p>	<ul style="list-style-type: none"> • Research, Establish and Maintain Digital Record Structure: Research and evaluate best practices in digital asset management and record-keeping. Design, implement and optimise the school’s digital records architecture (such as Google Shared Drive), ensuring an intuitive and scalable information structure for both functional and archival records. • Develop Naming Conventions: Formulate, document and standardise rigorous file-naming conventions and protocols across the school to ensure data integrity, ease of retrieval and compliance with institutional standards. • Oversight and Compliance Auditing: Monitor and provide ongoing oversight of digital repositories, conducting regular reviews to ensure employee adherence to established records management procedures and data governance policies. Deliver targeted training and documentation to foster a culture of shared responsibility and consistency in digital record-keeping.
<p>Student Engagement</p>	<ul style="list-style-type: none"> • Student Supervision: Supervise students in the Library on a regular timetabled basis. • Student Activities: Design and lead technology-based activities for student groups.
<p>Technology Evaluation & Implementation of Software Applications & Programs</p>	<ul style="list-style-type: none"> • Emerging Technology Research: Proactively identify, source and investigate new software applications and digital programs capable of optimising school workflows and enhancing efficiency. Prepare and present recommendations for new digital tools at the Technology Meeting. • Collaborative Implementation: Partner with designated 'lead users' to coordinate the functional setup, configuration and rollout of newly adopted applications and programs. • Adoption Support: To ensure successful adoption of new software systems, create instructional materials and deliver technical support as required.



Contribution to Strategic Priorities	<ul style="list-style-type: none">• Contribute to the strategic direction for information technologies at the College and the execution of the Annual Action Plan, as an active and informed member of the Technology Committee.
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Other duties and responsibilities may be assigned to the Digital Literacies Specialist by the Principal or delegate from time to time. The major areas of responsibilities and the duty statement are intended as a guide and are not intended to be an exhaustive list of responsibilities and duties assigned to the position.

This role description is subject to review and modification by the Principal or delegate, in negotiation with the incumbent, in response to the evolving needs of the College and the experience and expertise of the incumbent.

CRITERIA FOR EFFECTIVENESS IN THE ROLE

The effective performance of the Digital Literacies Specialist will be due to capabilities across a broad range of the following areas:

Knowledge and Understanding

- Educational Technologies and Systems: Deep understanding of Learning Management Systems and digital productivity tools in a senior school or other educational setting.
- Emerging Technologies: Up-to-date knowledge of current and emerging technological landscapes, including Generative AI tools, and modern media literacy.
- Adult Learning and Instructional Design: Solid understanding of adult learning principles and differentiated teaching strategies required to upskill staff with varying technical competencies.
- Legal and Ethical Frameworks: Thorough knowledge of school data privacy requirements and academic integrity policies in a digital landscape.
- Application Knowledge: Expertise in Microsoft 365 and Google Workspace and familiarity with Synergetic and Simon (school learning and administration management system).

Skill and Capabilities

- Resource Development: Exceptional capability in instructional design, specifically in creating engaging online tutorials, digital publications and training resources.
- Pedagogical Integration and Coaching: Demonstrated skill in coaching and mentoring teaching staff to integrate technology effectively into the classroom curriculum.
- Facilitation and Presentation: Engaging presentation skills with the ability to translate complex technical concepts (like AI ethics or cybersecurity) into clear, actionable workshops for staff.
- System Design and Auditing: Proven ability to establish, manage and systematically audit digital file systems to ensure high organisational compliance and data integrity.
- Problem-Solving and Agility: Ability to diagnose user frustration, troubleshoot workflow issues and recommend immediate, practical solutions.



- **Data Optimisation:** Proficient in advanced digital problem-solving, including developing Power Queries, automated templates and sophisticated digital media assets.
- **Change Management and Software Adoption:** Capability to assist in the functional rollout of new software applications, working effectively with lead users to ensure smooth transitions.

Attributes and Dispositions

- **Patient and Empathetic:** Approachable, supportive and non-judgmental when guiding staff members with differing skill and confidence levels.
- **Detail-oriented:** A natural affinity for order, compliance and precision, particularly when supervising records management and governance structures.
- **Innovative and Forward-Thinking:** A proactive, curious disposition toward technology with a natural drive to explore and champion new tools that improve school efficiency.
- **Relationship-Focused and Collaborative:** A strong relationship-builder who can communicate effectively and establish trust across diverse departments (teaching, administration, IT and leadership).

NOTES

As the Digital Literacies Specialist is a student and staff focussed role, this position is located onsite.

CONDITIONS OF EMPLOYMENT

Direct Report To	Director of Learning
Qualification and Requirements	Relevant Bachelor's Degree, Graduate Diploma or Advanced Diploma desirable. Victorian Institute of Teaching (VIT) Registration or Working With Children (WWC) Check National Police Check
Classification	Full-time 1.0 FTE
Salary	Entitlements under the Catholic Education Multi Enterprise Agreement (2022)
Approved By	Principal
Version	2 [May 2026]
Amendments	