



# POSITION DESCRIPTION

## LEARNING TECHNOLOGIES SUPPORT LEADER

|                         |                                                                                                                                                                              |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REPORTS TO              | Deputy Principal                                                                                                                                                             |
| POSITION CLASSIFICATION | POL 2                                                                                                                                                                        |
| POL ALLOWANCE           | \$6,326                                                                                                                                                                      |
| TIME RELEASE            | 450 minutes per fortnight                                                                                                                                                    |
| TENURE                  | 2027                                                                                                                                                                         |
| CONDITIONS              | Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it |

### OVERVIEW

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements. Leaders are expected to reflect the values of Mary Aikenhead Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. In particular, Leaders are called to model and practice the Dimensions described in the document *By This Everyone Will Know*.

- The love of Christ Impels us
- Preferential option for the poor
- Going to the margins
- Trust in divine providence
- Called to be extensively useful
- Contemplatives in action

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.



## COMMITMENT TO CHILD SAFETY

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

## POSITION SUMMARY

The Learning Technologies Support Leader plays a key role in enhancing learning and teaching through the effective use of contemporary learning technologies across the College. Working closely with staff, this role supports the implementation, continuous improvement and effective use of the College's learning and student management systems, ensuring they align with the College's vision, values and commitment to student growth.

The role provides practical guidance, coaching and support to staff in the use of digital technologies to enhance learning, strengthen the implementation of the Learn Instructional Model, and support the monitoring and tracking of student progress and achievement.

The Learning Technologies Support Leader also identifies opportunities for innovation, explores emerging technologies and collaborates with staff to develop solutions that respond to the evolving needs of teachers and students.

## KEY ACCOUNTABILITIES

The Learning Technologies Support Leader will:

- support teachers in using the Learning Management System (LMS) (SEQTA) to document and deliver the learning and teaching program, in a way that best captures the Learn Instructional Model.
- work collaboratively with the Head of Students, the Director of Students, House Leaders and teachers to ensure that the LMS is used in the best way to document and monitor student growth and progress in all areas of school life.
- respond to the expressed need of leaders and teachers who are seeking innovative solutions with the LMS and other learning technologies.
- engage with general responsibilities in the area of Learning Technologies Support.

### **Support teachers in using the LMS to document and deliver the learning and teaching program**

- Provide a dynamic, flexible and engaging LMS experience for staff.
- Assist staff to access resources within the LMS to enhance curriculum documentation and delivery.



- Provide support for the integration of other digital resources within the LMS, for example, Edrolo, STILE, Education Perfect, etc.
- Provide support to the Learning Diversity team to ensure all teachers can access student adjustment programs.
- Support the Performance and Growth Leader with the implementation of the Assessment and Reporting cycle, particularly supporting teachers with the report writing process.
- Provide regular updates to staff when there are upgrades and changes to the LMS.
- Provide professional learning at the whole school, team and individual level as required.
- Follow the guidelines provided in the Staff Responsibility and Accountability Policy to ensure staff use of the LMS meets College expectations.

#### **Work collaboratively with wellbeing staff to document and monitor student growth and progress in all areas of school life**

- Work with the Head of Students to ensure the Pastoral Care Module supports the implementation of the College's Wellbeing Framework.
- Provide support for Wellbeing Staff in using the LMS to document student notes.
- Support House Leaders and House Group Teachers to access reports to enable holistic oversight of each student at the College.

#### **Respond to the expressed need of leaders and teachers who are seeking innovative solutions with the LMS and other learning technologies**

- Work with teachers seeking to explore, trial and implement new learning technologies within the Curriculum.
- Support teachers to use the LMS creatively to address expressed needs.

#### **General Responsibilities**

- Work collaboratively with the Network Management Team, and particularly the SEQTA Administrator, to ensure that back-end functions support the envisioned implementation of the LMS (back-end functions are the responsibility of the Network Team)
- Liaise with the eLearning Assistant to ensure adequate in-class support for teachers
- Provide training for students and parents as required; ensure incoming Year 7 families (and those families that enrol throughout the year) are provided with the relevant resources to effectively use the LMS to engage with the College
- Follow a review, development, implementation, evaluation cycle to ensure best use of the resources within the LMS and other learning technologies
- Support staff and students to implement sustainability best practices
- The Learning Technologies Support Leader will, at times, be required to undertake other duties related to the role as directed by the Principal.

#### **SELECTION CRITERIA**

- Current teacher registration and a demonstrated commitment to excellence in learning and teaching within a Catholic education context.
- A strong understanding of contemporary pedagogy and the purposeful use of digital technologies to enhance student engagement, growth and achievement.



- Demonstrated experience using Learning Management Systems and digital platforms to support curriculum delivery, assessment, reporting and student progress monitoring.
- The ability to lead, coach and support colleagues in the effective use of learning technologies to enhance teaching practice.
- Strong interpersonal and communication skills, with the capacity to build positive relationships and collaborate with teachers, leaders and support staff.
- Demonstrated ability to provide professional learning and ongoing support that builds staff confidence and capability in the use of digital technologies.
- A proactive and innovative approach to identifying opportunities for improvement and implementing technology solutions that respond to the needs of staff and students.
- Strong organisational skills, with the ability to manage competing priorities, coordinate projects and support the effective implementation of learning technologies across the College.
- Demonstrated capacity to work collaboratively with key stakeholders to ensure digital systems support learning, teaching, wellbeing and student growth.
- A commitment to the mission, vision and values of St Columba's College, including fostering an inclusive learning environment where technology enables equitable opportunities and positive outcomes for all students.

## RISK AND OCCUPATIONAL HEALTH AND SAFETY

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

## TEAM MEMBERSHIP

- Innovations Committee
- Learning Area Leaders Team as required
- Professional Learning Committee

## OTHER REQUIREMENTS

- Formal appraisal in the penultimate year of appointment
- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL  
JULY 2026

