

Head of eLearning

POSITION DESCRIPTION



Reporting to:	Assistant Director of Teaching and Learning
Teaching:	Ongoing
Employment Fraction:	Full-time
Teaching Fraction:	0.6 FTE
Leadership time release:	0.4 FTE and Homeroom (or equivalent)
Leadership Tenure:	Three years
Leadership Salary:	Level 4
Prepared:	August 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and with Secondary commencing in 2023 next year will have 784 Year 7 to 11 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2027, the School will enrol 3,408 students and expected to employ near 400 staff. The student enrolment at each campus will be at Freier 1,448, Donnybrook 1,372 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page. If so, it will be detailed below.

There are no Variations

Purpose of the Position

The purpose of the position of Head of eLearning is to enhance and support the School community's teaching and learning program through the use of technology at all year levels, in all subjects and across all campuses.

Hume Anglican Grammar acknowledges the critical role of technology in developing an innovative and vibrant learning culture. The School seeks to deliver an academic program that connects appropriate technology and best teaching practice to enhance the learning outcomes for the students.

The Head of eLearning is responsible for managing a team of up to four section-based eLearning coordinators in delivering the school's programs that involve the use of technology. The Head of eLearning includes the role of coordinating eLearning within the section where they have a teaching load.

The Head of eLearning will assist, guide and support teaching staff across the School in order to embrace technology and effectively integrate it within their classroom or learning environment, whilst promoting the School's philosophy, policies and procedures. They will be recognised and respected by colleagues, parents and community members as a model teacher. They will have demonstrated consistent and innovative teaching practices and initiated and lead activities that focus on improving educational opportunities for all students, through the effective use of technology.

The Head of eLearning also plays a key role in managing and directing the implementation and facilitation of the School's student management system and learning management system across all campuses. With knowledge of contemporary teaching and learning practices enhanced through technology, and sound experience within their area, the Head of eLearning guides the delivery of a relevant, stimulating and effective program that uses the School's learning management system to excite and engage students in learning.

The Head of eLearning is a member of the Information Technology Operations Committee (ITOC). They work in close collaboration with others to integrate a variety of the School's digital systems, including Synergetic, Canvas, Clever, Sentral, Teams and others, particularly as they relate to student matters used in the operation of the learning management system. This position is responsible for the support, design, development, implementation, delivery and maintenance of content, assets, and other resources associated with eLearning and the LMS. The Head of eLearning is the primary system administrator for Canvas and oversees the installation of all system updates and upgrades, as well as tools and software integrated with the learning management system.

The Head of eLearning is an outstanding teacher who provides excellent technical leadership. They foster a love of learning through the use of technology, and work closely with teaching staff to encourage and maintain a high-performance culture of continuous improvement. They promote the role of technology in ensuring teaching and learning is the core business of the School, facilitating and fostering a positive and productive learning climate for staff and students.

Nature of the Position

The Head of eLearning will have a teaching load of 0.6, which will consist of timetabled subject classes within their teaching area. It is expected the remaining allocation of 0.4 and homeroom (or equivalent) is utilised for the performance of duties as described in this position description.

The Head of eLearning reports to the Assistant Director of Teaching and Learning and has each section's eLearning coordinator as a direct report. They work in close partnership with the ICT manager and the school managed ICT provider to support the School's strategic plan.

Due to the significant role the Head of eLearning plays in the eLearning leadership of the School, there may be occasional out-of-hours and non-school day commitments.

Responsibilities and Duties

Subject to the discretion of the Principal, the Head of eLearning is responsible for planning and leading the practical integration of technology into teaching practice, and for support associated with the delivery of the School's ICT priorities and projects. They will play a key role in developing the ability and agency of all staff to use the learning management system to its full capacity.

Roles and responsibilities include:

Strategy

- Developing a strategic approach to elearning, as part of the School's strategic plan 'Shaping our Future', in consultation with staff, and communicating developments and recommendations to the Senior Leadership Team
- Researching, developing, implementing, embedding, and monitoring a high-quality school-wide approach to eLearning, reinforcing the School's learning culture and including the one-to-one model at upper Primary, the iPad program in the Primary Schools, and the BYOD model in the Secondary schools
- Researching, developing, employing, and evaluating pedagogical improvement strategies which maximise engagement and challenge students
- Developing best-practice strategies in all aspects of the School's teaching and learning programs with a focus on the benefits of technology
- Leading Hume Anglican Grammar's eSmart program and maintaining all records required to continue our eSmart journey and maintain accreditation

Teaching and Learning

- Working with the Teaching and Learning Leadership Team, Curriculum leaders and teachers to facilitate innovative, appropriate and relevant use of eLearning strategies and technologies in the delivery of the curriculum and learning outcomes for students.
- Assisting teachers to create a learning environment that promotes the best use of technology for differentiated learning
- Developing eLearning strategies to support students with special needs (gifted as well as learning-related) and the staff who work with these students
- Providing teachers with tools and strategies to solve typical problems that might arise in a technology-rich environment
- Developing teachers' ICT skills and confidence, as well as their capacity to effectively use eLearning applications through the provision and/or sourcing of targeted Professional Development
- Assisting the Heads of Teaching and Learning, Heads of Curriculum, Heads of Faculty and Subject Coordinators to monitor and evaluate the use of ICT to enhance student learning
- Demonstrating and promoting appropriate and ethical use of technologies with regard to privacy, copyright and wellbeing considerations
- Identifying emerging trends in the use of learning technologies and opportunities for improvement in learning derived from technology
- Acquiring and maintaining knowledge of current technology as it applies to the learning management system (Canvas), its software and systems
- Providing ongoing professional development in the use of the school's LMS and other

- instructional technology tools as related to the teaching and learning program
- Continuing to look for ways to enhance learning and student engagement using the LMS and other technology, including the creation of training materials and online instructional materials
- Making recommendations about future developments to the learning management system to relevant committees and the wider school community, where appropriate
- Overseeing the routine and daily operation, use and configuration of Canvas
- Managing all areas within Canvas including functionality, appearance, courses, and settings
- Ensuring optimal use of Canvas and to plan/implement improvements and new features

ICT Operations and Liaison

- Operating in close partnership with the School's ICT Manager and the managed ICT service provider to ensure the effective operation of ICT across the School
- Making recommendations regarding priorities related to the School's ICT resources and infrastructure to ensure it effectively supports our educational focus and direction
- Communicating with parents and providing information to families on matters pertaining to ICT in a student's life
- Researching and sharing with the school community best practice teaching and learning technology integration
- Supporting general staff in ICT related matters where appropriate
- Contributing, on occasions, to the review of the School's various ICT-related policies

General

- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as assigned by the Principal or nominated delegate

Qualifications, Skills and Experience

Essential

- Relevant tertiary qualifications
- High level understanding of ICT appropriate for use in schools
- Significant experience in the use of technology to enhance student learning
- Expert knowledge of the learning management system and its integration with both administrative databases and other learning software
- Demonstrated organisational and time management skills
- Interpersonal skills of a high order, particularly in supporting and motivating young people and staff
- Personal sense of initiative, energy and enthusiasm
- Demonstrated ability to design and develop professional learning opportunities and materials for staff to access and apply
- Commitment to professional learning and continuous improvement

Desirable

- Leadership experience
- Post graduate qualifications in educational management and leadership
- Involvement in professional communities and subject associations

Personal Qualities

Essential

- Excellent communication and interpersonal skills to build relationships with key stakeholders
- Ability to motivate staff and influence the development of student learning
- Sound organisational skills, planning, analytical and strategic thinking capabilities
- A resourceful team leader who is able to operate in a mentoring, collaborative and inclusive manner

Key Selection Criteria

1. Demonstrated in-depth knowledge and understanding of the workings of a learning management system
2. Outstanding organisational skills, planning, and ability to project manage a school-wide learning management system
3. Demonstrated respect and professionalism in interactions with students, colleagues, parents and the community

This Position Description may be altered from time to time to meet the operational needs of the School.