

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

<b>Position:</b>	Director of Learning Innovation and Technologies
<b>Campus:</b>	Wantirna South
<b>Employment Status:</b>	FTE 1.0
<b>Reports Directly To:</b>	Deputy Principal

## ROLE

The Director of Learning Innovation Technologies (DLIT) is a strategic role in the school with the responsibility to ensure the College is undertaking best practice in learning innovation and the use of technology across its community.

The DLIT will play an integral role in the development of quality teaching and learning at the school and is seen as one of the key people bridging technology with effective teaching practice, improving the learning environment through strategic planning, implementation, and review.

The DLIT will have a contemporary understanding of current and emerging innovation and technology in education, and will act as a role model to inspire, educate and support teaching staff in the integration of effective learning approaches in the classroom and together with the key relationships, provide significant support to the complex needs of the varied integrated technologies that support the education operations across the school.

The Director of Learning Innovation and Technologies reports to the Deputy Principal but will have a close working relationship with the Director of Teaching and Learning. The DLIT is a member of the ICT Strategic Planning Committee and the Teaching and Learning Committee, which have the responsibility of implementing and maintaining the ICT Vision and Strategic Plan and the Teaching and Learning Framework respectively.

The DLIT will also work closely with the IT Manager, who manages a team of ICT Support staff, IT technicians and consultant staff, to ensure that systems and technology are used appropriately, efficiently, effectively and safely by all across the community.

## KEY SELECTION CRITERIA

- Strategic thinking
- Project management
- Leadership and team building
- Working across levels
- Analytical/technical mindset
- Initiate, champion, implement and manage change and innovation
- Communication, interpersonal and emotional intelligence
- Strong communication and presentation skills to lead change
- High personal and professional standards

- Experience with a range of software, hardware and operations systems (Windows, MAC, iOS) and, in particular, with both iPads and Windows mobile devices in education
- Proven track record of integrating technology into a classroom setting
- Effective project management
- Broad knowledge of industry standards and best practice in the use of technology in schools, and in the workplace

### **Responsibilities:**

The Director of Learning Innovation and Technologies will contribute towards:

#### **Innovation, Vision and Strategic Direction**

- Significantly contribute to the development of a strategic plan for the integration of technology at all levels in the College community with respect to both its educational and infrastructure needs
- Create and lead a culture of targeted innovation promoting critical and creative thinking, innovative and technology priorities to transform teaching and learning practice
- Enhance awareness and use of digital strategies across the College

#### **Educational Development**

- Support the development and promotion of a culture of innovation in the School
- Lead, support and influence others in the creative integration of learning technologies in the classroom
- Work with each of the sub-school Learning Technology Coordinators, who have a report line to the Director of Learning Innovation and Technologies, to ensure that all elements of the ICT Vision and Strategic Plan are delivered in the context of that sub-school
- Develop and implement a culture of both collaborative and autonomous eLearning teaching and learning practices that captivate, integrate and advance learning
- Promote a framework of safe online practices throughout the College community
- Provide a vision for the scope and sequence of ICT skills that all students attain as they progress from Kindergarten to Year 12, so that student learning is personalised, enriching, and challenging
- Oversee the gathering and strategies to analyse educational data regarding use of teaching and learning tools in the classroom with a view to altering future practice to best suit the needs of the staff and students concerned
- Engage with and analyse adaptive learning technologies to meet the needs of the school environment
- In conjunction with key relationships, oversee the ongoing development of the College's Learning Management System

- Serve as the primary leader of the College's 1:1 Device programs, recommending device selection, developing rollout strategies, planning and conducting teacher training, and communicating with and presenting to students and parents as required
- In conjunction with the DoTL, oversee the College's online assessment programs, ensuring technical readiness of devices, staff and students, and reporting of data
- Enable effective community engagement and build strong and vibrant partnerships throughout the School community

### **ICT Services and Engagement**

- Working closely with the IT Manager, help identify IT resources needed across the College to meet and enhance learning outcomes and liaise with the IT Manager, as and when required, regarding procurement, support and maintenance of those resources
- Working with the IT Manager, Property Services Manager and other key relationships, ensure the implementation and maintenance of systems, projects and new developments are well managed and communicated, minimising impacts on current program delivery and associated administrative support.
- Working closely with the Bursar, contribute to the planning of the ICT budget within the overall school budgeting framework
- In conjunction with the IT Manager, oversee an annual review of the IT systems and processes
- Work collaboratively with the IT Manager to assist in the appointment and development of IT support staff

### **Professional development**

- Work directly with students, staff and parents to improve capability and confidence in the use of digital technologies
- Provide expert technical knowledge, analytical advice and skills in the strategic development of complex technology and software to support staff
- Design and implement creative, effective, evidence-driven ways to use learning technologies to improve student learning outcomes
- Understand, develop, promote and model good pedagogical practice in line with the College's Teaching and Learning Framework
- Problem solve and navigate 'road blocks' that enable others to succeed in their use of and access to, technology
- Imagine, plan and deliver quality professional learning for staff and students including:
  - the provision of structured sessions
  - lesson observation and peer teaching
  - mentoring of Heads of Department and Team Leaders towards excellence in their team's programs

- 'at the shoulder' support
- large and small group seminars
- the development of an ICT peer coaching program
- contributing to the planning and implementation of the school's Professional Learning Program
- maintenance of the College's ICT Acceptable Use and Information and Communications Technology Policies
- maintain accurate records

### **Research**

- Have a strong capacity to research, analyse and maintain a strong understanding of IT capabilities and possibilities in an education framework
- Act as the strategic IT expert regarding innovative and developing areas of information and communication technologies
- Research, pilot and recommend new learning technologies that promote engagement, depth and breadth in learning across the curriculum

### **Inherent Requirements of the Position:**

- Prolonged periods of standing
- Voice projection
- Some bending, crouching and stretching
- Standing tasks requiring twisting and turning
- Ability to administer first aid
- Occasional lifting and carrying
- Using computer for prolonged periods of time
- Able to work in an outdoor environment and differing weather conditions, including camps, excursions, yard duties, etc.

### **Occupational Health and Safety Responsibilities:**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

### **Administration/Duties:**

As part of your teaching role, you are expected to participate in a range of duties beyond classroom responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Attendance at school meetings and staff devotions
- Official functions within school time (assemblies, chapel, concerts, sports events)

- Official functions outside of normal school hours e.g. presentation night, Parent BBQ's
- Professional Development days, Staff Retreat, end of year Staff Luncheon
- Parent-Teacher Interviews
- Participation in the General Working Bee
- Excursions, camps, competitions and other relevant curricular and co-curricular activities

### **College expectations of you include:**

- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code
- The ability to carry out all administrative practices at the classroom level in a competent and professional manner. This covers, but is not limited to, keeping accurate Attendance Records, distribution of notices and newsletters, organization of resources, and care of furniture and property
- Accurately and appropriately complete all tasks of planning, evaluation and record keeping
- Maintain accurate records of student achievement including student profiles
- Provide a comprehensive 'hand over' of each student's performance/progress/needs to the following year's teacher
- Provide high quality reports to parents, both oral and written, and respond appropriately to written communiques
- Undertake yard and other supervision duties as required, and exercise responsibility for the welfare of students

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

### **Key Relationships**

- Deputy Principal
- Director of Teaching and Learning
- Bursar
- ICT Manager
- Property Manager
- Learning Technology Coordinators