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A School of the Anglican Schools Commission Inc.

Head of Digital Learning (K-12)
Commencing Term 2 2020 (by negotiation)
Applications close 5.00pm on 2 March 2020

St Mark's is seeking someone who is an innovative leader, a well-qualified and experienced teacher, and an expert in utilising and leading a range of digital technologies and platforms.

The Head of Digital Learning provides visionary and strategic leadership to develop, support, implement and sustain a dynamic learning culture that models and encourages the effective use of technologies to enhance and transform teaching, learning, assessment, feedback, data analysis, communication, creation, collaboration and operations.

The Head of Digital Learning provides high-level advice, guidance and support for the School's leaders and teachers. They effectively build the capacity of teaching staff in the area of technology use, with the aim to support teachers to address the needs of all students and support students as engaged learners and confident, creative and productive users of technologies. The Head of Digital Learning also supports optimal communication and collaboration across the School and effective, efficient reporting processes.

Reporting to the Head of Teaching and Learning, the Head of Digital Learning liaises closely with the IT Manager, is a member of the Curriculum Committee and is expected to meet regularly with the Head of Teaching and Learning, Heads of School and Heads of Department.

A teaching requirement forms part of this role.

Role Description

Leadership

- Research, develop and support new initiatives with regard to ICT use in order to optimise, enhance and transform teaching, learning, feedback, assessment, reporting, communication and collaboration.
- Work closely with Heads of Department, Heads of School and the Head of Teaching and Learning in the strategic planning of the School's technology capabilities, resources and processes.
- Lead and build the capacity of teaching staff in the area of technology use to optimise, enhance and transform teaching and learning. This includes training and assisting staff with skills acquisition in the use of technologies, software and devices.
- Offer internal professional learning to staff on various technologies and applications.
- Map and assess the effectiveness of the ICT capabilities of School staff, and create and provide resources for the attainment of skills.
- Keep abreast of the latest research and educational trends in the area of digital technologies, pedagogy, applications, platforms and devices.
- Lead and manage ICT-related projects within the School, as required.

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Curriculum

- Provide leadership in relevant curriculum development, with particular reference to the use of technology in teaching and learning to enhance and transform.
- Demonstrate and encourage innovation in the use of various technologies to enhance and transform learning to meet the needs of students.
- Work collaboratively with the Heads of Department, Heads of School and Head of Teaching and Learning in matters relating to curriculum development and leadership.

Teaching and Learning

- Promote and demonstrate contemporary approaches to teaching and learning.
- Model and encourage the effective use of technologies to enhance and transform teaching, learning, assessment, feedback, data analysis, communication, creation, collaboration and operations, across the School.
- Work with the Heads of Department to support them in developing and integrating appropriate e-learning within their faculties.
- Monitor the use of technology to support student learning across the School.
- Work with the Heads of Departments, Heads of School and Head of Teaching and Learning in terms of Professional Development of staff and the content and delivery of professional learning.
- Conduct and facilitate relevant specific professional learning programs for staff.
- Provide professional support to staff either in the classroom or through access to professional development activities.
- Continue to update their own skills and knowledge through professional learning that supports current best practice and innovations.
- Lead staff in the development and implementation of online learning resources.
- Model the appropriate and innovative use of various technologies within their own teaching. Allow and encourage other staff members to undertake observations of the use of these technologies.
- Identify teachers within the School with a passion and good working knowledge of various e-learning strategies and encourage other teachers to undertake observations and team teaching with the identified teachers.
- Attend regular meetings of the Curriculum Committee.
- Meet regularly with the Head of Teaching and Learning regarding digital learning.

Student Services

- Liaise with the Education Support Coordinators to help implement support and/or enrichment procedures, for students with special needs, abilities and interests.
- Foster relevant co-curricular activities which complement and/or supplement the IT-based subjects taught in the School (e.g. clubs, intra/interschool competitions, etc.).
- Liaise with the Heads of School and Heads of Year regarding the pastoral care of students and how technologies can efficiently and effectively support pastoral care and communications with families.

Staff Services

- Provide active support to teachers in the use of technology to enhance and transform learning.
- Encourage and support staff in their professional growth and development.
- Demonstrate and promote safe work practices and ensure that departmental staff are aware of Occupational Safety and Health requirements.

Resource Management

- Work with the IT Manager to develop the plan for the IT infrastructure of the School.
- Assist with the rollout and development of SEQTA software within the School.
- Lead teachers in the use of SEQTA and other learning tools and platforms.

- Lead and assist in effective generation of data to support teaching, learning and data analysis.
- Assist in the process of creating semester reports for students using SEQTA, particularly in setting up required structures.
- Liaise with Heads of Departments, Heads of School and Head of Teaching and Learning regarding the purchase of resource material and equipment to support the integration of technology across the curriculum.
- Liaise with the Principal, Head of Teaching and Learning and the School Business Manager in regard to all above resources and finance matters.
- Be responsible for and control expenditure from an allocated Departmental budget.

Personal Attributes

- Extensive experience and proficiency in the use, application and leadership of a range of technologies and platforms in the context of teaching and learning; including SEQTA, MAZE, Synergetic and Microsoft Office 365.
- Active support for the School's Christian ethos and values.
- Compliance with the School's Staff Code of Conduct and the TRBWA Teacher-Student Professional Boundaries document.
- Commitment to ongoing professional learning.
- Intellectual strength and professional integrity.
- Strong leadership and excellent communication, administration and management skills.
- Thorough understanding and a wide range of experience in effective pastoral care for students, families and staff.
- Energy, patience, persistence and the capacity to inspire, coach, lead, motivate and work alongside a range of stakeholders.
- Be supportive of the School's Anglican faith and operate as a team player at all times, fully supporting the Principal, the Executive team and activities of the School.

Selection Process

Applicants are required to:

- Submit a CV with a covering letter that addresses suitability for the role.
- Complete the attached application form.
- Provide proof of current TRBWA registration as well as a current Working with Children card.
- A 100 point identity check will be required if a position is offered.

Applications for this position close at 5.00pm on 2 March 2020

Please complete the attached application form, and send with a covering letter and CV to principal@stmarks.wa.edu.au.

If you have any questions, please call (08) 9403 1302 for a confidential discussion.

About St Mark's Anglican Community School

St Mark's promotes a positive work environment and culture to attract and retain high quality staff by fostering professionalism, commitment, loyalty, Christian values, a high standard of pastoral care, and by providing above Award conditions.

St Mark's employs more than 200 full and part-time teachers, supported by Education Assistants, music tutors and administrative, grounds and maintenance staff. Teaching staff salaries are paid under the Anglican Schools Commission Incorporated Western Australian Agreement 2019, as approved by the FairWork Commission, in accordance with training and experience. Non-teaching staff are employed under appropriate Award conditions to which over Award payments are applied.

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Applicants should also be able to demonstrate support for the School's Christian ethos as well as the extra-curricular life of the School.

St Mark's Anglican Community School is a Child-safe School

St Mark's is committed to being a [child-safe organisation](#) through the prevention, identification and reporting of child abuse and neglect. All candidates for roles at St Mark's are subject to screening and assessment against child safety standards as part of the recruitment process, and will be required to participate in annual training in this regard.

Privacy Statement

In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.

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St Mark's Anglican Community School

Application for Head of Digital Learning

Title	Surname	First Name	Middle Name

Postal address

Post Code

Residential address (if different from postal address)

Email address

Preferred phone number

Teacher Registration Board (WA) Number	Working With Children Check Number
Expiry date	Expiry date

Visa details (if relevant)

Tertiary Qualifications

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_____

Current studies or professional memberships

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What appeals to you about this position?_____

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How did you hear about this position? ☐ Seek ☐ Facebook ☐ LinkedIn ☐ Newspaper ☐ Other
If other, please specify:_____

Current Employment History

Name of **current** employer

Employed from *(date)*

Position(s) held

Primary role(s) in your *current* employment

Previous Employment History

Name of **previous** employer #1 *(if relevant)*

Employed from	Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #2 *(if relevant)*

Employed from	Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #3 *(if relevant)*

Employed from	Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Please provide details of _three_ professional referees

Name _____

School / organisation_____

Position_____

Contact number(s)_____

Name _____

School / organisation_____

Position_____

Contact number(s)_____

Name _____

School / organisation_____

Position_____

Contact number(s)_____

Other **relevant** information

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I acknowledge that all details on this form are true and correct, and acknowledge that failure to provide accurate information may result in withdrawal of my application or termination of employment if the application is successful.

Signature   _Date_

Privacy Statement:
In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.

Application Checklist

- ✓ Application for Teaching Position (this form)
- ✓ Covering letter
- ✓ Curriculum Vitae
- ✓ Copy of Teacher Registration
- ✓ Copy of Working With Children Check
- ✓ Your completed application should be emailed to principal@stmarks.wa.edu.au