



## POSITION STATEMENT

# DIGITAL LITERACY SPECIALIST **TEACHER**

### **ROLE PURPOSE**

The POSITION is responsible:

- For supporting the strategic vision for the Library and Digital Literacy Department, fostering blended learning and constructivist pedagogies which seek to promote future-ready skills.

### **KEY RESULT AREAS AND RESPONSIBILITY**

#### **KEY RESULT AREA: GENERAL**

- To facilitate and support the extensive and meaningful use of technology as a valuable teaching and learning tool.
- To design and implement the professional development required to enhance teacher and student digital literacy and enrich the teaching and learning process.
- To facilitate and support staff to meet their curriculum requirements to embed the digital literacy capabilities in their teaching and learning practice.
- To deliver the Technologies curriculum across K-12.
- To develop and implement initiatives to ensure the safe, appropriate, and responsible use of technology across the college community.

#### **KEY RESULT AREA: TECHNOLOGY INTEGRATION**

- To work collaboratively to ensure departmental goals and appropriate outcomes are met.
- To ensure a PK-12 approach to technology skills, scope, and sequence.
- To evaluate current uses of technologies to achieve the college's strategic goals.

## **KEY RESULT AREA: CLASSROOM / CURRICULUM**

- To implement and report on student progress in the Digital Technologies curriculum PP – 12, as appropriate.
- To support and evaluate the college-wide implementation of strategies to build student Digital Literacy Capabilities, as mandated by the PP-12 curriculum.
- To improve the quality of delivery of a technology enhanced curriculum to students.
- To promote technology for effective teaching and learning, improving quality and coherence of technology focused activities.

## **KEY RESULT AREA: CO CURRICULAR**

- Facilitation of departmental co-curricular objectives and activities.
- Working with either the Junior or Secondary Schools to investigate potential projects.

*n.b. Noting the nature of this role involves classes outside the normal span of hours.*

## **KEY RESULT AREA: PROFESSIONAL DEVELOPMENT**

- Internal staff professional development:
  - To identify, source, develop and implement the PD relevant to technology integration, based on the College policies, departmental and personal goals.
- New staff and student induction:
  - To participate in the development and delivery of materials and programs to ensure smooth transition into the College by new staff and students in conjunction with the Director of Libraries and Future Learning.

## **KEY RESULT AREA: ICT PROJECTS**

- To identify and evaluate potentially effective educational hardware and software tools that may enhance the teaching-learning process, in conjunction with the Director of Libraries and Future Learning.
- To investigate the appropriate use of digital literacy in accordance with the College policies and to educate staff on the safe use of appropriate technologies for learning.
- To maintain a good understanding of best practice with relation to the safe and appropriate use of learning technologies and implement strategies to ensure these are met within the College.

## **KEY RESULT AREA: ADMINISTRATION**

- To provide of regular feedback to the Director of Libraries and Future Learning relevant to the undertaking of the role.
- To provide continued promotion of technology use to staff, students, parents and the wider community through parent tours, information sessions and conference presentations.
- To promote department successes which provide inspirational student experiences to the Penrhos Community and, where appropriate, beyond.

## KEY RESPONSIBILITY: DUTY OF CARE

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

*"Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury." AISWA Duty of Care Policy 1105.doc.*

## KEY RESULT AREA: PENRHOS COLLEGE MISSION AND ETHOS

- To actively promote and support the College's educational, spiritual and Co-Curricular ethos.
- To undertake activities to maintain personal professional growth appropriate to you and the College's needs.
- To work co-operatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of Equal Opportunity to ensure due respect is provided to all.
- To understand *that everyone plays a critical role* in preventing any forms of *sexual harassment on campus, not only for students, but of their colleagues as well*. A safe and respectful environment starts with all staff understanding their duties and ensure that their colleagues feel safe, and recognise that they are supported, protected and understand the reporting options.



## SELECTION CTITERIA

### QUALIFICATIONS:

#### *Essential:*

- Diploma of Teaching or a Bachelor of Education or a degree qualification supported by a Graduate Diploma of Education.
- Recognised as a Microsoft Innovative Educator (MIE).
- Current National Police Clearance, TRBWA Registration and Working with Children check (or the ability to obtain).

#### *Desirable:*

- Postgraduate training in Learning Technologies or recognition as a MIE Expert.
- Experience in the facilitation of professional learning.
- Coaching qualification such as Growth Coaching International.

### EXPERIENCE:

#### *Essential:*

- A variety of teaching experiences across a range of learning areas and levels.
- Experience in coaching / peer mentoring staff to facilitate innovative and best practice use of learning technologies.

- A knowledge of and/or practice within a student-centred, technology-rich learning environment.

***Desirable:***

- Experience teaching from PK-12.
- Experience in the facilitation of professional learning.
- Experience in one-on-one coaching.

## **SKILLS & ATTRIBUTES:**

***Essential:***

- An outstanding ability to integrate technology into the learning environment, fostering the development of future-ready skills.
- An excellent working knowledge of the current curriculum and associated pedagogies.
- An ongoing commitment to professional development in current trends in education and their application.
- The ability to understand and communicate with technical staff on hardware/software issues that affect curriculum delivery and, be able to translate the language of technology to teaching staff, students, and parents.
- Ability to innovate, lead and inspire all stakeholders within the college environment.
- Ability to work cooperatively and collaboratively as a member of a team.
- Ability to demonstrate initiative, drive, creativity, and a strong sense of professionalism.

***Desirable:***

- General project coordination skills.
- Knowledge of the technical and practical issues involved in conducting and maintaining digital environments.
- Knowledge of how learning theory, curriculum processes and the stages of student development can be combined with technology to produce lifelong learners.



## **AUTHORISATION**

**Prepared by:** People Services and Director of Libraries & Future Learning

**Authorised by:** Principal & Director of People Services

**Approved by:** Principal

**Date:** November 2024

### **Statement of Commitment to Child Safety and Wellbeing**

All children and young people who come to Penrhos College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in student' best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the importance and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

***Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus***

*The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.*

