



POSITION DESCRIPTION

Position: Head of Digital Innovation & AI
Up to 0.2 Teaching load
Reports to: Deputy Principal Teaching & Learning
Tenure: 5 Years

The Head of Digital Innovation & AI is a newly created strategic leadership role at Santa Maria College, designed to future-proof teaching, learning, and operational excellence through the ethical and creative use of digital technologies, particularly AI. This role is pivotal in shaping a forward-thinking, digitally fluent culture that empowers both staff and students.

Reporting to the Deputy Principal Teaching and Learning and working closely with College leaders, the Head of Digital Innovation & AI will lead the development and implementation of cutting-edge solutions that enhance educational outcomes, streamline school operations, and cultivate a culture of innovation aligned with the College's Mercy values and Catholic identity.

This role is open to both educators and non-educators with relevant experience in digital transformation, innovation leadership, or AI strategy.

KEY RELATIONSHIPS:

Principal, Deputy Principal Teaching and Learning, Director of Corporate Services, Head of Professional Learning, ICT Team, Staff and Students

1. MAIN RESPONSIBILITIES

Mission Alignment

- Actively model and promote our Catholic faith and our Mercy values
- Ensure innovation initiatives align with the College's mission

Strategic Responsibilities

- Support the development and lead the execution of a whole-school Digital Innovation Strategy, including an AI implementation roadmap.
- Stay at the forefront of emerging technologies, assessing their value and risk in an educational context.
- Identify, pilot, and scale AI tools and platforms that enhance learning and teacher efficiency.
- Drive strategic technology decisions in collaboration with leadership and College Executive.
- Report regularly to the Principal, Deputy Principal Teaching and Learning on innovation impact, risks, and future directions.
- Develop a scope and sequence for the development of technology skills and online safety for students and oversee its implementation

Innovation in Teaching & Learning

- Partner with the Deputy Principal Teaching & Learning and Heads of Learning to embed technology and AI into curriculum and pedagogy.
- Design and lead pilot programs with staff and students using generative AI and other emerging tools.
- Promote AI literacy and ethical digital citizenship among staff and students.

- Work with ICT to support integration with systems such as SEQTA, Microsoft Teams, OneNote, and SharePoint.
- Develop accessible 'how-to' resources and toolkits for students.

Building Staff Capability

- Develop, promote and facilitate professional learning opportunities for staff in conjunction with the Head of Professional Learning.
- Foster a culture of innovation through coaching and workshops.
- Design professional learning pathways, including micro-credentials for staff.
- Mentor, support, and challenge staff to achieve continuous improvement in the use of technology
- Inspire and support staff to use technology including AI ethically and creatively to reduce workload and increase student engagement.
- Foster a collegial professional learning culture which promotes technology leaders in teams and showcasing of technology strategies.

Digital Operations & Transformation

- Support data-informed decision-making through AI tools and digital dashboards.
- Lead the development of policies related to digital safety, privacy, and ethical AI use.
- Ensure technology practices align with responsible use expectations.

Other

- Support the Leadership Team in achieving and communicating strategic College goals.
- Support the College Executive Team in all aspects of College life.
- Attend and actively contribute to Academic Council.
- Undertake additional duties as required.

2. SELECTION CRITERIA

Experience & Leadership

- Demonstrated leadership in digital innovation within education or industry.
- Proven success in delivering strategic innovation projects and embedding technology at scale.
- Proven leadership in an educational setting or a position involving staff development.
- Experience implementing AI technologies and understanding of prompt engineering and generative AI.
- Experience in training, coaching, or mentoring professionals to adopt new technologies.

Skills & Knowledge

- Strong understanding of current and emerging trends in EdTech and AI.
- Ability to align innovation initiatives with the College's Strategic Plan.
- Outstanding communication, collaboration, and change management skills.
- Deep understanding of digital ethics, data privacy, and risk management.
- Strong project management and organisational skills.

Desirable

- Experience in education or strong interest in educational environments.
- Understanding of girls' education and contemporary pedagogies.
- Working knowledge of platforms used in schools (SEQTA, Teams, OneNote, SharePoint).

3. TERMS OF EMPLOYMENT

- 5 year contract
- A valid Working with Children Check (WWC) is required
- National Criminal History Check (Issued by the Department of Education WA) is required