



## **PRENDIVILLE CATHOLIC COLLEGE Head of Digital Learning Technologies**

**Vision for the Future:** Moving from innovation to transformation

### **BACKGROUND**

It has been over 5 years since Prendiville Catholic College entered into a one-to-one iPad program adopted initially as the College moved into developing a learning environment which reflected 21<sup>st</sup> century learning principles, engaged students in their learning and provided a vehicle for teachers to access high quality resources to teach in a different way.

The College introduced SEQTA and associated portals, providing a reliable online learning management system which included access to course outlines, assignments and homework, assessments and reporting, for students and parents. This was supported by professional learning for teachers delivered onsite.

The College has adopted a strategy that supports the focus on teachers using a range of pedagogies in the 21<sup>st</sup> century classroom. It also adopted a full 1:1 digital device program to support higher order and deeper learning (from substitution – texts to online materials – to modifying and creating learning objects) and a range of teaching styles, or pedagogies.

NSSCF concluded in 2014, so we have moved into a parent funded 1:1 program.

Today, our focus is on articulating our vision for learning, empowering teachers and leaders to create a school which actively develops within as well as forming networks and relationships outside the school, so as to be able to adapt to the learning needs of students who expect their experiences will be more configured to their individual needs and preferences, and who are both creators as well as consumers of information and media. As leaders, we are compelled to move from the industrial model of educational provision, despite the natural inertia to change.

Prendiville Catholic College has used ICT as a tool to support teaching and learning goals in what we have come to know as the provision of a 21<sup>st</sup> century learning environment of students. We are now moving from a focus on innovation to educational transformation. The newly created role of Head of Learning Technologies will continue this strategically focussed journey.

The Head of Digital Learning Technologies at Prendiville Catholic College will:

- Provide leadership across the digital technologies curriculum, ICT services and support and provide project leadership of the College's transition to the CEWA 365 Leading Lights platform.
- Work with staff across the College to ensure technology is used to create new and engaging learning opportunities for students and teachers that enhance student learning.
- Work alongside teachers in the classroom to integrate learning technologies into the curriculum and align ICT with the College strategic plan. In order to improve the quality of learning within classrooms the Head of Learning Technologies will focus on developing the capacity of teachers to integrate learning technologies into their classrooms through the provision of professional development.

- Enable and supports teaching, learning, research and administration by managing and integrating services in information management and technology.
- Work with the College Leadership Team to develop, implement and maintain a strategic plan for the integration of technology at all levels in the College community. This is to be done within the context of its mission, and in order to achieve the broader aims of the College. The Head of Learning Technologies will also work closely with the Deputy Principal, Business Manager (Finance and Operations), the Technical Manager, the Head of Library, Information and Research Services and Deputy Principals in order to achieve these aims.
- Provide leadership of the ICT Learning Area, associated courses and teaching staff.
- Lead a team of qualified IT teachers and staff to ensure that technology is used effectively to create new opportunities for learning for both staff and students, to promote student learning, in order to transform the College Educational Program.
- Work with teachers in the classroom to investigate integrating technology into the curriculum, align ICT with student learning goals, and use ICT for engaging learning projects. As a natural consequence to this role, the Head of Learning Technologies will focus on the professional development of teachers in order to improve the quality of learning in the classroom. In addition, the Head of Learning Technologies will also work with students in in order to implement College goals.
- Provide leadership and direction for College Board, in order to plan and provide informed advice regarding the Learning Technologies budget. The Director of Learning Technologies manages a team of ICT support staff, including the ICT Technical Manager, IT technicians, and consultant staff, fostering the development of effective relationships with vendors, and will work with key teachers to integrate the use of technologies in the classroom.

A key project of the Head of Digital Learning Technologies will be the Colleges transition to the Leading Lights platform and associated staff training.

**Responsible to:** Principal, Bursar

**Key relationships:** Technical Manager, Deputy Principals, Directors, Head of Library, Information and Research Services, Heads of Learning Area.

**Specific Responsibilities include:**

### **STRATEGIC**

The Head of Digital Learning Technologies:

- Enables information and learning technologies to support the mission, strategic goals, and objectives of the College through the development of a dynamic Learning Technologies Strategic Plan, which provides input for the
- Serves as the advisor to the College Principal together with the College Leadership team on information and learning technology issues.
- Provides vision for the Prendiville Catholic College information and learning technology educational program from Years 7 to 12.
- Develops and implement a whole College vision that supports effective teaching and learning through the integration of ICT.
- Creates and maintain a strategic direction for the development and integration of ICT in order to maximise student learning outcomes.
- Demonstrates a deep understanding of the latest educational research and educational trends in regards to applications and devices.
- Project manages the College's transition to Leading Lights CEWA 365 platform.

## **TEACHING AND LEARNING**

- Provide leadership of the ICT learning area across the College curriculum and associated teaching staff
- Curriculum and associated teaching staff
- Work with Heads of Learning to ensure ICT based educational initiatives
- Support the access and generation of effective digital teaching and learning resources.
- Demonstrate a deep understanding of the West Australian Curriculum ICT competency requirements and develop strategies to integrate ICT competencies across 7-12.
- Develop and implement 7-12 ICT scope and sequence.
- Foster student engagement in the use of learning technologies both in the classroom and as an extra-curricular activity.
- Provide opportunities for students to be actively involved in various projects and to act as mentors for staff.
- Teach classes as timetabled using varied and effective strategies appropriate to the Learning Area / course and catering for the individual needs of students.
- Facilitate appropriate remediation and extension activities.
- Maintain effective, current and accurate records of student academic progress, including monitoring and review of student progress.
- Assist students to develop organisational and study strategies and skills.
- Apply appropriate classroom management strategies in order to provide a positive and effective learning environment.
- Report informally and formally to students and parents using verbal and written communication through Parent-Teacher evenings, the College's reporting program and other appropriate means.
- Report informally and formally to the Principal as required.

## **MANAGEMENT OF IT SERVICES**

- Work collaboratively with the Technical Manager, and assist in the appointment and development of ICT Support Staff, thereby overseeing the IT Service team responsible for all IT systems, laptops and associated technologies with the Technical Manager.
- Undertake strategic and creative planning and management of IT services, resources and staff, adapting the IT Support team to changing demands. This will require the Director of Learning Technologies to work with the Technical Manager to motivate the team by communicating goals and performance expectations, ensuring appropriate training in work and organisational skills. Specifically, the Director of Learning Technologies:
- Coach, facilitate, prioritise work, monitor workloads, review progress, provide feedback and provide advice to the Manager of Finance and Operations with regards to employee effectiveness and efficiency.
- Integrate the work of the IT Support team to progress towards a model of best professional practice
- Build and create a professional development environment; enhancing the skills in the IT Support team to achieve strategic goals in line with Performance Development Review processes
- Select, train, supervise, and evaluate IT Support team members.
- Assure that the duties and roles assigned to IT Support team members will be performed during school holidays, illnesses, and other instances where key IT Support team members are not available.
- In conjunction with the Technical Manager, develop and maintain disaster recovery and business continuity plans in the event of power failure, damage to system, etc.

- Ensure and facilitate the correction of any system failures.
- Maintain an on-going review of IT support services to ensure adequacy of service provision by collating feedback from key Learning Technology users: students, teachers, support staff, parents.

**PROFESSIONAL DEVELOPMENT:**

- Design and implement professional learning for teachers in various learning technologies
- Design and implement various forms of staff Professional Learning progress for ICT and relevant technologies.
- Provide opportunities for students to be actively involved in various projects and to act as mentor for other students and staff.
- Keep abreast of current developments in IT and Learning Technologies.
- Monitor membership of the relevant professional associations for staff.
- Evaluate and report on the impact of the Professional Development for staff to the Principal.
- Support and promote the relevant Catholic Education WA (CEWA) policies relevant to the use of ICT by all staff and students.

**OTHER:**

- Demonstrates excellent interpersonal skills, is actively involved in the College as a professional learning community. This requires the ability to be flexible, creative, adaptable and approachable, able to collaborate well with others and works hard to develop a sense of team.
- Supports College leadership team for the purpose of providing assistance with administrative functions and supporting the school's mission, goals, philosophy, and vision.
- Constructs appropriate communication systems to inform staff, students and the community of daily or special events, in collaboration with the College Senior Leadership Team.
- Demonstrates care and concern for the spiritual, emotional, social and academic development of students.
- Demonstrates an active, cooperative and enthusiastic involvement within the spiritual, academic, sporting, cultural and social dimensions of College life.
- Follows College policy on all matters.
- Will be required to undertake any other duties as negotiated with the Principal or delegate.

**ADDITIONAL INFORMATION:**

**Contract and Appraisal:**

This appointment is a contracted position for a period of 5 years, with a process of appraisal in the second year of the contract.

**Remuneration:**

This is a Level 1 Middle Leader role. Full terms and conditions will be negotiated depending on the experience and qualifications of the successful applicant. Terms and conditions will follow the WA Catholic Schools Enterprise Bargaining Agreement 2017, and includes employer superannuation contributions as offered to all staff working in Catholic schools.

Essential Position Requirements:

- WA Teacher Registration
- High level of organisation, including ability to work to deadlines
- Highly proficient in information technology skills
- Current Federal 'Crimtrac' 100 point Police Clearance (within last 12 Months)
- Current Working with Children Screen Check
- Supportive of the Catholic ethos of the College
- Accreditation to Teach in a Catholic School qualification, or willingness to attain this qualification
- Uncompromising confidentiality

Desirable Position Requirements:

- Practising Catholic
- Demonstrated experience in a related or similar field
- Formal qualifications in leadership
- Strong negotiation skills
- Highly developed communication and interpersonal skills
- Ability to work in a team
- Knowledge of current ICT practices and research in education

**Closing Date: 1 September 2017**

**August 2017**