



## Position Description

# Digital Pedagogies Leader

Sacred Heart Girls' College is a Catholic faith community enriched by the RNDM charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and nurturing our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with the school, local and global communities

## About the Position

The Digital Pedagogies Leader, in conjunction with the Deputy Principal Learning and Teaching, is responsible for leading and supporting the strategic and effective integration of digital technologies across the College to enhance learning, teaching and student engagement. The role focuses on building the digital capability of staff and students, supporting innovative classroom practice and ensuring digital tools are used purposefully, safely and effectively.

The Digital Pedagogies Leader plays a key role in researching and evaluating emerging technologies, including artificial intelligence, and guiding the College in the implementation of digital learning initiatives. The role also oversees processes related to digital learning platforms, cloud storage, digital literacy and staff professional learning, ensuring the College's digital environment supports contemporary educational practice and aligns with the mission, vision and strategic priorities of the College.

## Key Responsibilities

### Strategic Development of Digital Learning

The Digital Pedagogies Leader supports the strategic development, implementation and review of digital learning practices and technologies across the College.

Responsibilities include:

- Research and evaluate current and emerging digital tools, platforms and technologies for their suitability within the College context.
- Support the development and implementation of strategic plans for digital learning and technology integration.
- Promote a whole-school approach to digital literacy, responsible technology use and digital capability development.
- Lead the ongoing review and improvement of the College's digital learning environment to ensure it remains current, fit-for-purpose and aligned with contemporary pedagogical practice.

- Support the careful and considered implementation of emerging technologies, including artificial intelligence.
- Contribute to the development, review and updating of digital technology related policies and procedures, including cybersafety, digital safety, privacy and responsible technology use.

### **Digital Systems and Platforms**

The Digital Pedagogies Leader supports the effective use and ongoing improvement of key digital learning platforms and systems across the College.

Responsibilities include:

- Lead the ongoing strategic development and optimisation of the College's Learning Management System (SIMON).
- In conjunction with the Director of Pedagogy and Practice, ensure the consistent use of SIMON for curriculum documentation, assessment, feedback, reporting and communication.
- Support the strategic direction of digital learning initiatives across the College through active participation in relevant committees.
- Liaise with the ICT Manager regarding system updates, training and technical developments related to College platforms.
- Collaborate with the Data and Academic Growth Leader to ensure digital platforms support accurate and meaningful use of student data.
- Develop processes and guidelines to improve consistency and accessibility of cloud storage and digital file management practices.

### **Student Digital Learning Programs**

The Digital Pedagogies Leader coordinates student-focused digital learning initiatives that support confidence, capability and responsible technology use.

Responsibilities include:

- Support students to develop confidence and competence in the College's digital platforms and systems, especially during their transition into the College through activities such as the Year 7 IT Bootcamp.
- Develop, coordinate and sustain the College e-Leaders Program, recruiting, mentoring and supporting student e-Leaders across year levels.
- Provide opportunities for student leadership in digital learning initiatives, positive digital citizenship and responsible technology use.

### **Staff Professional Learning**

The Digital Pedagogies Leader provides professional learning and support to staff to strengthen digital capability and classroom practice.

Responsibilities include:

- Plan, develop and implement professional learning for digital technologies aligned with College priorities and staff needs.
- Work with the IT Support Team to provide induction and ongoing training for teachers in the effective use of SIMON and other College digital platforms.

- Liaise with the IT Support Team to ensure all staff are supported in the use of Microsoft 365 applications and other classroom digital tools.
- Support teachers in integrating digital technologies meaningfully into learning and teaching programs.
- Model effective and innovative use of digital technologies in educational settings.

### **Organisation and Administration**

The Digital Pedagogies Leader ensures the effective organisation and administration of processes that support the effective operation of digital learning initiatives.

Responsibilities include:

- Prepare and contribute content and reports for College publications, digital platforms and other communication channels.
- Convene and chair relevant committees.
- Maintain records and associated documentation for meetings, and distribute agendas, minutes and relevant materials as required.

### **Child Safety and Professional Responsibilities**

The Digital Pedagogies Leader ensures all practices align with College policies, child safety requirements and professional expectations.

Responsibilities include:

- Provide students with a child-safe environment and comply with all child safety policies and procedures.
- Promote and model the mission, vision and values of the College.
- Foster a supportive and inclusive environment that promotes student wellbeing, engagement and achievement.
- Ensure all responsibilities are carried out in accordance with College policies, procedures and professional standards.
- Engage in relevant professional networks, meetings and professional learning opportunities to support ongoing professional growth and leadership development.
- Attend College formation days and professional learning activities as required.
- Attend out-of-hours College events directly related to this position of leadership, noting that this is an inherent requirement of the role and may not attract Time in Lieu.

### **Variation to the Position**

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

### **Terms and Conditions**

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Deputy Principal Learning and Teaching
Internal Liaisons	Leadership Team, Director of Pedagogy and Practice, Data and Academic Growth Leader, ICT Manager, Learning Leaders, staff, parents/carers and students
External Liaisons	MACS, VCAA and other relevant authorities
Conditions	POL Level 2 Time release: 10 x 60 minute periods per cycle
Appointment Time	2027-2029 (with a mid-term appraisal)