

## **Digital Learning Leader (Junior School)**

### **OVERALL PURPOSE OF THE POSITION**

Digital Learning Leaders (Junior School) work collaboratively to lead the development, implementation, review and ongoing tracking of the school's digital learning in Pre-K to Year 6 consistent with the School's Teaching and Learning Framework. The role provides direct support to teaching staff in the implementation of information literacy, research and technology skills.

Digital Learning Leaders are passionate educators who have the wisdom, demonstrated skill set, confidence, experience, drive, and commitment to develop and enhance teaching and learning strategies.

Digital Learning Leaders are a 'leadership in learning role' with a focus on building pedagogical capacity to ensure staff are confident and capable to use contemporary educational methods and digital learning tools for authentic teaching and learning.

Digital Learning Leaders will be caring and approachable, able to encourage, develop and build the capacity of teaching staff in their understanding and practice of effective use of digital tools in teaching and learning. They will ensure strong technology adoption inside and outside the classroom that is contextual, purposeful and in alignment with the pedagogical strategic direction of Barker.

### **POSITION BACKGROUND**

Barker College is a non-selective comprehensive School committed to excellence for all students. The Junior School is an authorised World International Baccalaureate School offering the Primary Years Program.

Working within the context of the IB PYP transdisciplinary framework, the Digital Learning Leader (Junior School) works with students and staff from PreK to Year 6 to provide leadership and support in developing, implementing, monitoring and sustaining effective integration of technology into teaching and learning programs.

On a day-to-day functional basis, the Digital Learning Leader (Junior School) will report to the Deputy Head Junior School and the Director of Primary Curriculum, as well as maintain clear consultation and collaboration with the Digital Learning Leader (PreK to Year 12). They will work in collaboration with Grade coordinators, classroom teachers and the Digital Learning team across the school.

The position is 1.0 FTE.

**PRIMARY DUTIES**

- Work with teachers across Year groups and subjects to develop the deep integration of research skills and technology into all areas of the curriculum, ensuring teachers become competent in these spaces.
- Develop and enhance innovative and research-based approaches to curriculum design and implementation utilising digital learning technologies.
- Communicate enthusiasm for innovation and creativity in the use of digital technologies in contemporary learning environments.
- Assist Teachers to become independent and grow their own skills in the areas of Information literacy/ research and e-Learning technologies.
- Liaise and provide data for the purposes of planning and transition of students to Middle School.
- Teach small groups across the Junior School as required.
- Assist, support and help to coordinate digital citizenship programs and the responsible use of technology across the Junior School.
- Possess a strong knowledge of the purposes of assessment within the context of the International Baccalaureate PYP transdisciplinary framework.
- Develop and strengthen the use and ongoing evaluation of effective and authentic assessment, feedback, and reporting methods.
- Provide reports when requested to Junior School Executive in relation to student and staff use of digital learning tools.
- Provide opportunities for students to participate in digital learning experiences both in and beyond their classroom.
- Other duties as may be assigned from time to time by the Head of Junior School, Deputy Head of Junior School or the Director of Digital Learning Innovation.

**WORK, HEALTH & SAFETY & ENVIRONMENT**

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Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others;
- Following policies and directions designed to ensure a safe environment;
- Reporting any hazard you identify to your supervisor or through the School's reporting processes;
- Reporting any injury sustained to your supervisor or through the School's reporting processes within 24 hours;
- Following emergency evacuation procedures if required;

- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
  - Undertaking WHS training as deemed relevant.
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## **LEVEL OF AUTHORITY**

### **RELATIONSHIPS**

#### ***The Head of Junior School.***

Digital learning leaders are responsible to the Head of Junior School for the overall aspects of their work.

#### ***The Deputy Head of Junior School***

Digital learning leaders work in collaboration with the Deputy Head of Junior School to meet the requirements of the role.

#### ***The Director of Primary Curriculum (PYP Coordinator)***

Digital learning leaders work in consultation with the Director of Primary Curriculum (PYP coordinator) to ensure the ongoing efficacy of digital learning programs and alignment with the PYP program of inquiry.

#### ***The Director of Students (PreK – Year 6)***

Digital learning leaders work in consultation with the Director of Students to support the well-being of students in the Junior School.

#### ***The Director of Digital Learning Innovation (PreK – Year 12)***

Digital learning leaders work in consultation with the Director of Digital Learning Innovation to support the school's digital learning team, sharing knowledge and experience across the school as well as ensuring a coordinated approach to Digital learning.

#### ***Grade Coordinators and teachers***

Digital learning leaders work in collaboration with Grade Coordinators and teachers in the implementation of Digital Learning programs and practices.

#### ***Parents and the wider community***

Represent the School, its policies and interests, in a positive and professional manner in accordance with the overall School Mission and Strategic Plan.

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**SKILLS AND ATTRIBUTES ESSENTIAL TO THE POSITION**

- Experience and appropriate qualification in primary education PreK-6.
- Proven excellence in classroom teaching.
- Experience working with the PYP Curriculum framework (an advantage).
- Excellent ICT skills (particularly iPads) and knowledge of applications in an educational setting.
- An understanding of relevant ICT tools such as Learning Management Systems, School Information Systems and online educational platforms
- Curriculum leadership experience.
- Knowledge and understanding of gifted education and an innovative approach to inquiry learning.
- An understanding of and experience in all NESA syllabus documents, including Australian Curriculum syllabus documents.

**ESSENTIAL PERSONAL ATTRIBUTES**

- Outstanding interpersonal skills.
- Outstanding administrative, organisational and communication skills.
- Exceptional personal standards of honesty, integrity and professionalism.
- Ability to work as part of a team.
- Being flexible, open-minded, proactive and innovative
- Strong collegiality, influencing and team-building skills.
- Strong negotiation skills.
- Commitment to the principles and practices of a learning organisation.
- Enthusiasm and energy.
- Initiative and flexibility.
- Punctuality and reliability.
- Commitment to the School's Mission, Vision and Values.

**ACCOUNTABILITY****Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

**General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

**Work Health and Safety**

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

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**SPECIAL CONDITIONS**

- Prepared to undertake any additional training to complement the position
  - Flexible working hours
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**QUALIFICATIONS**

<b>Secondary:</b>	Higher School Certificate
<b>Tertiary/T.A.F.E.</b>	Bachelor of Primary Education Master of Education (highly valued)

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**ORGANISATION CHART RELATIVE TO POSITION**

<b>The Manager's Manager:</b>	The Head of Barker College
<b>The Immediate Manager:</b>	The Head of Junior School
<b>Secondary Manager:</b>	Director of Digital Learning
<b>This position:</b>	Digital Learning Leader (Junior School)

**APPROVAL**

This position description accurately details the primary duties and responsibilities of the **Digital Learning Leader (Junior School)**

*Approved by Head of Junior School on 13 March 2024*

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**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:**

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**Signature of Staff Member:**

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**Date:**

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