

Position Description

Title: Director of Digital Innovation

Senior School Campus



This Position Reports to: Deputy Head Senior School - Learning and Teaching

Department: Studies

Date: August 2024

PREAMBLE

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

PURPOSE OF THIS DOCUMENT

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:

Selection Criteria

- Demonstrated knowledge and understanding of best practice regarding digital pedagogy integration and innovation as a teaching tool and teacher support tool.
- Demonstrated knowledge of relevant computer software and hardware including the school Learning Management Systems, SouthPortal (Schoolbox) and digital tools.
- Outstanding organisational skills with the proven ability to work within tight timeframes and capacity to effectively manage multiple projects.
- Demonstrated knowledge of, and experience in, school organisation, policy and procedures including the ability to implement policies and procedures that promote efficiency, clarity and successful student outcomes.
- Demonstrated commitment to nurturing positive relationships between students, teachers and stakeholders.
- Demonstrated excellent written and verbal communication skills and interpersonal skills necessary to work with all members of the school community.

Qualifications and Experience

- Education - Degree or Experience:
A Bachelor of Education
- Teacher Registration:
Must hold valid teacher registration.

Additional requirements:

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Director of Digital Innovation is appointed by the Headmaster and works in collaboration with, and under the immediate direction of, the Deputy Head Senior School - Learning and Teaching. As a member of the senior school Studies team, the Director of Digital Innovation assists and advises in areas of organisation, operational policy and procedure and major decision-making regarding digital innovation.

The key function of this role is to share, with the Deputy Head – Head of Learning and Teaching and the Studies team, the strategic leadership of the school, specifically developing, supporting, implementing and sustaining a dynamic learning culture that models and encourages the effective use of digital innovation. The Director of Digital Innovation will engage with emerging trends to ensure teaching and learning at The Southport School is contemporary, equipping our students to be effective members of society, ready for the challenges of the future.

Key responsibilities:

The Director of Digital Innovation is a member of the senior school Middle Leadership team, the Studies team and the Heads of Department team and therefore attendance at these meetings is required.

Learning Management System Leadership:

- In consultation with the Studies Administration Officer (LMS), lead and support teaching and corporate staff in the day-to-day use of SouthPortal, the school LMS.
- Provide technical advice to the Dean of Pedagogy and Teacher Development relating to the successful integration of SouthPortal and digital learning technologies.
- Ensure the SouthPortal assessment structures and setup conform to the TrackOne and TASS data integration requirements.
- Prepare procedural documents, help guides and instructional videos to assist corporate and teaching staff with the use of SouthPortal.
- Chair the SouthPortal committee meetings.
- Develop and test solutions for any SouthPortal issues that arise or are requested.
- Monitor and report on the Schoolbox Help forums to key stakeholders at the school.
- Ensure the LMS Project Plan is adhered to.
- Attend Schoolbox Meet Ups and other professional networking events to keep abreast with best practice.
- Communicate features of software updates to staff as they are implemented.

Digital Technologies Leadership:

- Drive a culture of innovation by leveraging key enablers to lead change.
- Collaborate with the IT Department, Studies Team and Heads of Department to identify, evaluate and integrate educational technologies into the curriculum.
- In collaboration with the Dean of Pedagogy and Teacher Development, ensure consistency and alignment between face to face and digital modes of learning.
- Demonstrate pedagogical expertise.
- Support teachers to incorporate automation and/or AI functionalities to improve efficiencies in their practice.
- In consultation with Heads of Department, develop and implement a schoolwide AI framework in alignment with the Australian Framework for Generative Artificial Intelligence (AI) in Schools.

Administrative Leadership:

- Stay abreast of educational trends, emerging technologies and best practices in teaching and learning.
- In collaboration with the Dean of Pedagogy and Teacher Development, lead regular professional learning for staff to ensure effective use of digital platforms that aid teaching and learning.
- Providing opportunities for staff to observe digital learning technology in practice

Student protection and child safety responsibilities:

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

GENERAL DUTIES AND RESPONSIBILITIES

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.