

**Position Description:****Head of E-Learning****Reports to:**

Deputy Principal

Key Liaisons:

Chief Information Officer, Dean of Studies, Dean of Pedagogy, Head of Primary School, Heads of Faculty

Status:

This role will commence in January 2019 and initially be offered on a 2-year contract.

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission, vision and values of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion

Position Purpose

The Head of E-Learning plays a strategic role in enhancing e-learning through integrating technologies from Prep to year 12, whilst aligning to the St Margaret's Framework of Quality Teaching and Learning. The Head of E-Learning is a middle management position and the incumbent works alongside fellow teachers in a coaching capacity as well as taking responsibility for the development, delivery and integration of new technologies in the classroom. This role champions and administers 'The POD', the school's learning management system.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Responsibilities

E-Learning:

Focus your work on achieving the School's e-learning strategy through the following responsibilities:

- Promote culture of technology information literacy by creating opportunities for self directed, independent and collaborative learning where students and staff use a wide variety of electronic information resources to inquire, analyse, evaluate, interpret and construct knowledge, ask informed questions and sharpen their critical thinking.
- Promote, champion and continually develop the school's learning management system, *The POD*.
- Demonstrate exemplary teaching practice that makes effective and innovative use of learning technologies
- Provide leadership in e-learning for the school and promote an e-learning culture which focuses on student engagement and innovation and personalised learning
- Work collaboratively with Educational Leadership Team (ELT), Heads of Faculty and teachers to increase the use of e-learning technologies to enhance student achievement
- Review the school's teaching and learning programs to assess their potential for on-line delivery and advise curriculum leaders on which areas of the curriculum can be redesigned/enhanced using ICT.
- Market the technologies to the School and to the community
- Write and review e-learning policies and procedures as required.
- Research and initiate new directions in Information Technologies throughout all levels of the school community
- Seek opportunities for School staff to explore new and emerging technologies
- Engage with staff to identify their technology needs and map individual and collective/group pathways to address those needs
- Promote and extend the Schools' capacity in the use and development of key technologies in the School
- Establish links with other schools, universities and organisations in order to effectively share resources, information and expertise that benefits teaching and learning in the School
- Oversee and participate in a co-operative process to plan, teach (where necessary) and evaluate units of work that develop students' digital and research skills from P-12.
- Collaborate with the schools to identify and expose teachers to resources and new and emergent technologies that support Teaching and Learning.
- Formulate, develop and organise, the annual calendar of Staff Professional Learning on the use and integration of technologies in teaching and learning
- Act as a communication conduit between the teaching staff and the CIO in regard to staff ICT needs

- Be a member of relevant committees (for example esmart, St Margaret's Plus etc)
- Support the Senior Leadership Team as an active member of the middle Management Team whilst pursuing the stated strategic goals of the school.
- Responsible for the digital leadership and direction of the school and generating excellent learning outcomes for students.
- Work collaboratively with teachers throughout the school to ensure vibrant, engaging programs are offered in all classes.
- Teach up to 15 lessons per week.

Ensuring the School's ethos and values are reflected in the employee's manner

- Reporting matters relating to child protection directly and immediately to the Principal
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Obtaining and keeping current registration with the Queensland College of Teachers.

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies

Student Protection

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear a name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

SELECTION CRITERIA

1. Experienced educator possessing a proven ability to collaborate effectively with others to achieve enhanced learning outcomes for students
2. A passion, relevant experience and a high level of competency with utilising technology in the classroom to support learning.
3. Ability to work productively and effectively within the Management Team in achieving shared goals, and overtly supporting the decisions made by the ELT
4. Highly developed communication skills, including written and interpersonal. This includes the ability to create and maintain positive relationships based on respect and trust with students, parents, colleagues and the wider school community
5. Ability to provide effective, collaborative, dynamic and strategic leadership and management to the Faculty members
6. Ability to adopt a flexible approach to work tasks to meet the needs of students and the School
7. Possession of a high level of organisational skills
8. Demonstrated commitment to ongoing professional learning and growth
9. Ability to demonstrate professionalism and discretion in relation to confidential school matters
10. Willingness to contribute to the extra-curricular program in the school
11. Willingness to support the School's core values and Anglican ethos

**TO BE CONSIDERED FOR AN ACADEMIC POSITION AT ST MARGARET'S,
APPLICANTS MUST BE CURRENTLY REGISTERED OR BE ELIGIBLE FOR TEACHER
REGISTRATION IN QUEENSLAND**