**JOB DESCRIPTION: HEAD OF DIGITAL LEARNING**

The duties and responsibilities of the Head of Digital Learning are to ensure that a high challenge and well balanced curriculum, in this subject area, is taught effectively, achieving the highest standards of learning and achievement for their pupils. Additionally, they are expected to promote and support the ethos, aims and vision of the school and maintain its philosophy of education. The Head of Digital Learning is responsible to the Senior Leadership Team (SLT) and ultimately the Head.

**Attitudes**

* Establish effective relationships with colleagues and set a good example through personal and professional conduct.
* Promote good practice by example which reflects the school’s ethos and vision.
* Contribute to the life of the school through effective participation in meetings and events.

**Teaching and Learning**

* Develop, set and implement a school-wide Digital Learning strategy.
* Coordinate whole school e-safety approaches, promoting a safe and responsible e-safety culture.
* Engage with multiple stakeholders to build and deliver a dynamic Digital Learning environment.
* Provide staff training, encouraging them to innovate and use technology to its full potential.
* Plan and prepare lessons ensuring breadth and balance and having regard for continuity and progression in learning and school policies.
* Create a caring, supportive, purposeful and stimulating environment, conducive to learning.
* Ensure that subject plans enhance pupils’ experiences educationally, socially, spiritually and culturally.
* Through regular meetings and informal professional dialogue, liaise with Assistant Heads Academic and Key Stage Coordinators in order to ensure high standards of teaching and learning.
* Organise and manage groups or individuals, ensuring differentiation and reflecting all abilities.
* Keep abreast of developments in Digital Learning education.

**Assessment, Recording and Reporting**

* Maintain school monitoring, assessment and record-keeping systems.
* In line with school policy, mark, monitor and assess pupils’ progress, monitor strengths and weaknesses in order to inform planning.
* Prepare and present informative and accurate reports to parents.
* In collaboration with Key Stage Coordinators and the Senior Leadership Team, prepare internal exams, if appropriate.

*You have responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school’s Safeguarding policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead (DSL) or the Head.*

*Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of Digital Learning

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr Henry Keighley-Elstub (Head) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_