



SHEBBEAR COLLEGE

Job Description: Head of Digital Learning

Reporting to: Head and Deputy Head

The Head of Digital Learning will promote innovative and digital excellence at Shebbear College with energy and drive, ensuring that a bold and exciting strategic plan is put in place and implemented in the next phase of the College's development.

The post holder will be responsible for the leadership and delivery of digital learning and development throughout the school, ensuring that staff and pupils are aware of the ambitious digital vision and strategy moving forward.

In the short term, Head of Digital Learning will support and develop the teaching staff in both the pre-prep, prep and senior school, advocating effective recommendations for improvements based on evidence and research. The Head of Digital Learning will lead on teaching and learning using digital means across the whole school.

Computer Science, at GCSE and A Level, and BTEC Creative Media, at Level 2 and 3 are popular choices within the school and the candidate should be a dynamic and inspiring subject leader in at least one of these disciplines.

This is an exciting opportunity for the right candidate to work with the Head, Deputy Head and Bursar to develop, lead and implement a strategy that enables Shebbear College to stay at the forefront of digital innovation, whilst also maintaining the tradition and ethos that we are renowned for.

The Head of Digital Learning will work with the Head and the Senior Leadership Team to deliver a whole school vision for the development of IT and digital learning at Shebbear College (to include digital development, digital teaching and learning practices and digital infrastructure). To ensure that we offer an outstanding 21st Century education and environment for our young people where digital learning is at the heart of the pupil experience.

The Head of Digital Learning will work with the Senior Leadership Team and wider staff to develop the specific areas below:

Responsibilities:

- To lead and give strategic direction, digital strategy and subsequent implementation which resonates with our digital vision.
- Teach a number of periods in any given subject, including within the academic Computing department (QTS preferred)
- Lead digital strategy across Shebbear College (pre-prep, prep and senior)
- Lead on digital research and digital teaching and learning
- Lead on training all staff in the use of digital devices

- Chair the digital learning and strategy committee
- Work closely with heads of department and teaching staff to improve pupil learning outcomes
- Review and develop the use of a VLE and continue to develop this in line with market trends
- Coordinate further development of the use of our MIS (iSAMS)
- Oversee network management and infrastructure development
- Work with the Assistant Head (Academic) to organise and lead whole staff INSET and CPD in relation to IT and digital learning
- Work with the Assistant Head (Academic) to organise reporting cycles and timetable uploads through our MIS
- Develop links with partnership schools, both in the UK and abroad, and improve interconnectivity
- Work with admissions and marketing to improve our digital presence
- Train pupils and parents and keep them aware of changes in digital technology
- Work with the Assistant Head (Pastoral) to implement a digital e-safety programme within the school
- Work with the Head of Academic Support and the Examinations Officer to ensure that all policies relating to device use in the classroom and in examinations are up to date and accurate
- Work with the Bursar to ensure that the school maintains legal compliance in all areas of digital strategy, including GDPR
- Research virtual reality and artificial intelligence programmes that enhance teaching and learning and advise on implementation
- Create and develop the school's Digital Learning strategic action plan (with staff)
- Write and update relevant digital learning policies and procedures
- Promote a shared vision, and a strong culture of digital literacy, particularly through opportunities for self-directed and personalised learning using technology
- Support student's development as digital citizens and empowered learners
- Work collaboratively with Heads of Department and relevant Coordinators to leverage the power of digital learning technologies to enhance student outcomes and progress
- Review the curriculum, working to map students' engagement with digital competencies and looking for areas where learning can be enhanced using IT.
- Demonstrate classroom excellence that models effective and innovative use of learning technologies.
- Seek opportunities for staff to explore new and emerging technologies, and their potential as tools of learning
- Keep up-to-date with technological developments and the research pertinent to the effective use of IT in the classroom
- Work with relevant colleagues (for example the DSL) to ensure the schools Internet Safety Strategy is implemented effectively school wide
- Stay abreast of developments within other schools and in the technology sector
- Display a full commitment to our co-curricular and boarding programme (including evenings and weekends)

Due to the ever-changing nature of the sector, this job description is fluid and would expect to alter as our digital strategy evolves and technology advances.

This list is not exhaustive and is subject to change. The Head of Digital Learning is expected to fulfil any reasonable request made by the Head or Deputy Head, and identify all actions required to meet the general responsibilities.