

Role Description

Dean of Digital Learning (Senior School)

Reports to: Head of Teaching and Learning, and ultimately the Principal

Teaching/Pastoral Load: 0.4FTE

The Dean of Digital Learning contributes to the strategic leadership of the Senior School across academic, pastoral, cocurricular and spiritual domains.

The Dean of Digital Learning provides strategic leadership for digital teaching and learning across the Senior School. The role is responsible for driving innovation, excellence and consistency in the integration of technology to enhance student learning outcomes, engagement and wellbeing.

The Dean of Digital Learning leads the development, implementation and evaluation of the School's digital learning strategy, ensuring that technology is used purposefully, ethically and effectively to support contemporary pedagogy. The role works collaboratively with the Senior School Deans, the Director of ICT, and the Dean of STEM (Junior School) to ensure a coherent whole-school approach to digital learning, digital literacy, artificial intelligence, and the effective use of educational technologies.

Leadership:

The Dean of Digital Learning contributes to the strategic leadership of the Senior School across academic, pastoral, cocurricular and spiritual domains.

The Dean of Digital Learning is an active member of the Senior School Leadership Team and demonstrates professional leadership consistent with the School's strategic vision, Christian ethos and values.

The Dean of Digital Learning attends and contributes to leadership meetings, staff professional learning events, and formal school functions as required. Attendance at informal school functions will occur in consultation with the Head of Teaching and Learning.

The Dean of Digital Learning leads, influences and supports staff in fostering a culture of innovation, continuous improvement and evidence-informed practice.

Responsibilities:

Leadership:

- Lead the development, implementation and evaluation of the Senior School Digital teaching and learning systems
- Develop a culture of innovation and continuous improvement in digital teaching and learning
- Identify emerging educational technologies and evaluate their potential impact on teaching, learning and operational effectiveness
- Contribute to whole-school strategic planning and improvement initiatives
- Lead change management processes associated with the implementation of new digital learning initiatives and technologies
- Assist with the evaluation and provide recommendations relating to digital tools, platforms and educational technologies aligned to strategic priorities.

Teaching and Learning:

- Maintain current knowledge of syllabus requirements, educational research, emerging technologies and best-practice pedagogy
- Guide staff in the effective, transformative and evidence-based use of technology across all learning areas
- Promote high-impact teaching strategies that leverage digital technologies to improve student outcomes
- Support staff in the design and delivery of engaging, inclusive and differentiated learning experiences
- Facilitate the development and implementation of innovative digital learning programs
- Develop and oversee a Years 7-12 Digital Literacy Scope and Sequence integrated across curriculum and cocurricular programs.

Learning Management System (LMS) Leadership:

- Provide pedagogical leadership for the effective use of the Senior School LMS – currently Schoolbox.
- Establish and monitor expectations for the consistent use of the LMS across the Senior School
- Lead ongoing review and optimisation of LMS workflows, ensuring they support efficient teaching and administration
- Collaborate with relevant stakeholders to identify, implement and evaluate improvements to digital systems and processes.

Professional Learning and Staff Development:

- Design and deliver targeted professional learning programs that build staff capability in digital pedagogy, assessment, feedback practices, AI, data literacy and emerging technologies
- Provide coaching, mentoring and support to teachers and middle leaders
- Facilitate professional learning communities focused on innovative and effective digital teaching practices.

AI Leadership and Digital Citizenship:

- Contribute to, implement and review frameworks for the ethical, responsible and effective use of artificial intelligence
- Support staff and students in understanding the opportunities, limitations and risks associated with AI technologies
- Promote digital literacy, cybersecurity awareness, digital citizenship and online safety across the Senior School
- Collaborate with pastoral leaders to embed digital wellbeing programs and practices.

Governance, Compliance and Risk Management:

- Ensure digital learning practices align with NESA requirements and other relevant regulatory obligations
- Contribute to, review and implement policies, procedures and guidelines relating to digital learning and emerging technologies
- Support compliance in areas including academic integrity, copyright, privacy, cyber safety and responsible technology use
- Contribute to risk assessment and risk mitigation relating to digital learning initiatives.

Leadership Responsibilities:

- Attend meetings of the School Leadership Team and carry out delegated responsibilities
- Maintain productive partnerships with staff, students, parents and external providers
- Represent the School professionally at relevant networks, conferences and professional associations
- Undertake other duties as directed by the Head of Teaching and Learning or Principal.

Other Skills and Attributes:

The successful applicant will demonstrate:

- Outstanding leadership and change management capability
- Highly developed written, verbal and presentation skills
- Advanced organisational, project management and administrative skills
- Expertise in contemporary pedagogy and digital learning practices
- Demonstrated capacity to lead strategic initiatives from conception through implementation and evaluation
- Advanced understanding of Schoolbox, TASS and other educational technologies
- Strong analytical skills with the ability to utilise data to drive improvement
- Excellent interpersonal skills and the ability to influence, coach and mentor others
- Initiative, adaptability and a solutions-focused mindset
- Commitment to ongoing professional learning and growth
- High levels of professionalism, integrity and discretion
- A commitment to innovation balanced with sound educational judgment
- Support for and active promotion of the School's Christian ethos, values and Fidelis Model
- Loyalty to the School and the Principal.