



Emmanuel Catholic College

Duty Statement

Head of eLearning Middle Management Position

Heads of Learning Area carry the **general responsibility for the teaching and learning program within their area**. They are members of the Senior Staff group within the College in relation to their general experience, curriculum planning and decision - making and mentoring responsibilities. They are **members of the Academic Council and expected to work closely with the Executive Leadership Team**.

As a senior member of the teaching staff and decision making process, there is a clear expectation that the Head of eLearning consistently maintains a high level of professionalism, confidentiality and leadership within the College community.

Key Relationships:

The Head of Digital Learning is required to work collaboratively with the following people - the Principal, Deputy Principals, Head of Learning Area Staff. Heads of Year, teaching staff and students and parents.

Acting as a role model for teachers within the Learning Area:

- To support and promote the aims and ethos of the College;
- To keep abreast of current developments in their curriculum areas and keep teachers informed of these;
- To foster relevant activities which complement the learning in their curriculum area.

Main Objectives:

- Responsible for the use of IT across the curriculum.
- Provide leadership and practical support to 7-12 teaching staff in the innovative and creative integration of technologies into teaching and learning activities.
- Provide advice and consult with Senior Leadership and Curriculum Committees to envision, develop and implement new and emerging technologies that enhance the overall College eLearning strategy and learning environment.
- Manage and support the development of the College' learning management system (LMS - SEQTA) and other eLearning applications in collaboration with information systems staff.
- Coordinate, in tandem with the Information Systems Manager, College provision of technology devices for student's personal use e.g. laptops, iPads, BYOD
- Ensure the effective procurement and deployment of resources within the context of the computing department and the whole eLearning in order to achieve best value for money
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff directly associated with the computing department and eLearning systems.
- To contribute to good management practice by ensuring positive staff

participation, effective communication and procedures.

- Support and assist colleagues to ensure that they understand and are implementing best practice in an integrated approach to learning, teaching and assessment through the effective use of SEQTA
- Lead groups of staff in development of anytime anywhere e-Learning
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and well-being through the use of SEQTA
- Ensure that relevant e-learning policies and procedures are communicated to staff, students and parents so that they are clear of their responsibilities.
- Working with staff to create and maintain teaching programs and marks books in SEQTA.
- Organising and delivering staff development days to maintain and update staff knowledge and skills in producing quality eLearning material.
- Develop and maintain appropriate electronic systems (SEQTA) to ensure parents are kept well informed about the school curriculum, its targets, and student attainment.
- Work with Deputies and Heads of Departments to ensure standards are monitored, targets are set and student progress is monitored in a timely fashion
- Manage the implementation of electronic student assessment programs across the college whilst working with the Deputies and Heads of Department.
- Manage the implementation of the College's 1:1 device program into each classroom, including support centered around how the devices can complement teaching and learning practices.
- Consult and work with the Deputy of Curriculum to implement and update the Colleges reporting procedures and liaise with staff in producing and distributing academic reports.
- Ensure that systems are compatible with external agencies for running online testing (ONLA, NAPLAN, BRLA)
- Working with Heads of Department, Deputies and the College Executive to compile and publish the Colleges booklist.
- Organising and conducting parent information evenings regarding all facets of the Colleges Information systems.

Communication:

- to be available for consultation with individual teachers in all matters relating to teaching of the subject and other activities related to the subject. In particular, to monitor and advise teachers new to the College or new to the profession during their first year at the College;
- to conduct Learning Area meetings as appropriate to communicate decisions from other meetings and to generate discussion on issues needing to be reported back;
- to liaise with all staff in the team regularly, either by formal meetings or by working with individuals;
- to be responsible for preparation and submission of any materials as requested by the Deputy Principals for SCSA or other external bodies;
- to be available and participate in Information Evenings and the dissemination of curriculum information to parents;

- to communicate with parents on issues of concern with regard to courses, assessment structures and the curriculum.

Staff Development:

- to support and encourage the professional and personal growth of all members of the team;
- to assist teachers in the development of classroom management skills and teaching strategies within their learning area;
- To be responsible (in part) for the induction of new staff into the curriculum area.
- Assist in appraisal of Staff with the Deputy Principals as part of the College appraisal policy.

Pastoral Care:

- to demonstrate care and concern for the spiritual, emotional, social, physical and academic development of the students within one's care;
- to provide a caring environment by supporting the Catholic ethos and liturgical activities of the College;
- to communicate concerns about particular students to relevant staff such as Heads of Year, Form Teachers, School Counsellor, or Deputy Principals as appropriate to the occasion;
- To be involved in House activities and pastoral events as required.

Extra-Curricular:

- to promote and assist in the extra-curricular program of the College, interacting with students in activities outside the set curriculum;
- to support the College by attendance at various extra-curricular and school events or functions.

Other Duties:

- to maintain a regular and constant presence within learning areas of their responsibility;
- to assist in overseeing the condition and security of teaching facilities used by the Learning Area;
- to attend scheduled meetings of Academic Council (and elsewhere as requested by the Principal) and actively participate and liaise with members of the group on curriculum issues;
- to carry out other duties as requested and in consultation with the Principal.

Tenure and Conditions:

The appointment period is for eight years with a summative review at the end of the third and sixth year. This includes endorsement from the Principal through an initial review of the first year of appointment.

The status and employment conditions may be reviewed at the end of each contract period.