



St Patrick's College Position Description

Director of eLearning: Learning Excellence & Strategic Direction

**Position of Leadership: Level 4
Duration: 4 Year Appointment**

Position Summary:

The Director of eLearning: Learning Excellence and Strategic Direction will work with the Deputy Principal – Learning & Teaching to ensure that the eLearning aims of the College are faithfully pursued. This involves strategic, operational and practical eLearning leadership across all year levels, in accordance with the College's Mission Statement, that promotes, develops and supports learning excellence through the use of eLearning.

Tasks & Responsibilities:

Strategic

- Provide strategic leadership in the areas of pedagogy and eLearning.
- Support the Deputy Principal – Learning and Teaching and effectively consult on significant matters of pedagogy and eLearning.
- In collaboration with the Academic Council oversee and coordinate pedagogy and eLearning to facilitate excellence in the learning and teaching programs of the College.
- Undertake due diligence, provide advice and, in turn, provide planning and implementation leadership and support for the ongoing development of effective eLearning and pedagogy within the College.
- Oversee and review pedagogical and eLearning practice in accordance with educational research and best practice.
- Function as an active and effective member and leader of the College's ICT Future Directions Committee and other relevant committees.
- Maintain and enhance the connectedness between e-Learning and pedagogy and ICT systems, infrastructure and support.
- Facilitate an environment that provides an appropriate platform from which teachers engage and inspire students to learn, create, innovate and collaborate in a digital environment.
- Represent the College in public forums on matters of pedagogy and eLearning and to deputise for the Deputy Principal – Learning and Teaching at these forums as appropriate.
- Achieve continuous improvement in the quality of the delivery of pedagogy and eLearning throughout the College.

Operational

- Function as an effective line manager for the Learning Leader – Digital Technologies and eLearning Coach roles.
- Function as an effective line manager for the ICT Manager and oversee the overall operation and functioning of the College ICT department and eLearning technologies.
- In collaboration with the ICT Manager, ensure ICT infrastructure, systems and hardware supports effective pedagogy and eLearning.
- In collaboration with the Academic Council, champion and manage the seamless integration of ICT and eLearning into key learning areas.
- Liaise closely and maintain effective networks and working relationships with ACARA, TCEO, TASC and other schools & colleges in matters pertaining to pedagogy and eLearning.
- Provide and promote eLearning initiatives and tools that effectively support the differentiated classroom.
- Support the Directors of Curriculum in planning and leading staff meetings, briefings and other events relating to eLearning.
- Lead and support teaching staff in the development of teaching strategies that effectively incorporate eLearning to enhance the effectiveness of curriculum delivery and learning outcomes.
- Guide and support staff in the development and utilisation of eLearning in their own methods of teaching in order to promote teaching practice excellence.
- Promote staff empowerment to utilise and deliver eLearning in their curriculum in a manner that is responsive to the individual and changing needs of students.
- Promote and support teachers in the implementation and utilisation of appropriate technology in learning and teaching programs.
- Support the practical mentoring of all staff in the use of eLearning through the provision of advice, guidance and resources.
- Through the use of appropriate technology, support the development and implementation of appropriate methods of feedback (formative and summative) that promote continuous learning.
- Promote worthwhile, effective and timely professional e-learning for individuals and groups in accordance with the College ethos and priorities
- Plan, conduct and/or facilitate professional e-learning and development activities for teaching staff.
- Function as an effective and active member of the Academic Council.
- Assist Directors of Curriculum, Heads of Faculty, Learning Leaders and other teachers create ICT and eLearning rich curriculum.
- Keep abreast of current and emerging educational practice and trends in eLearning.
- Be available to personally work with and respond to the needs of staff and students, on campus, from 8.30am until at least 3.20pm (appropriately adjusted for part time employment) on each working day.

Key Relationships:

Internal Deputy Principal – Learning & Teaching, Academic Council members, ICT Manager and IT staff, Learning Leader – Digital Technologies, eLearning Coach and teaching staff of St Patrick’s College.

External Relevant TCEO, ACARA, TASC and other school and college eLearning leaders.

Authority:

Reporting directly to the Deputy Principal – Learning & Teaching, the Director of eLearning: Learning Excellence & Strategic Direction has responsibility for eLearning and associated pedagogy at the College and has the authority to complete all tasks within the scope of this position description, whilst recognising the collaborative nature of this leadership role and the need for effective communication, cooperation and coordination.

Knowledge, Skills Experience & Qualifications:

- Demonstrated understanding of and commitment to the Mission of St Patrick’s College as a Catholic school community.
- Demonstrated ability to provide effective strategic and operational leadership in an educational setting.
- Thorough understanding of and genuine interest in eLearning.
- Demonstrated excellence as an educator of young people including the effective incorporation of eLearning into own teaching practice.
- Excellent communication and relationship management skills.
- First rate time management and organisational abilities and the demonstrated ability to be successful in a demanding and multi-faceted role.
- High levels of enthusiasm and commitment and the ability to motivate others.
- Appropriate Tasmanian Catholic Education Commission Accreditation for a Level 4 position of leadership.