



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Director of Data Analytics & Digital Innovation
Classification	Full Time
Position of Leadership	POL 4
Time Allowance	20 x 70 minute periods per 10 day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Learning & Teaching Director of Learning & Student Pathways
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	Learning & Teaching Team Curriculum Leadership Team School Improvement Team School Advisory Council Technology Advisory Group (Chair) Literacy & Numeracy Team (Chair)

Purpose of the Position

The Director of Data Analytics & Digital Innovation is responsible to the Deputy Principal Learning & Teaching for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures. The role of the Director of Data Analytics & Digital Innovation consistent with the College Mission Statement is to provide a vision for and leadership in the provision of a quality educational program, consistent with a culture of transformation and innovation.

The responsibility of the Director of Data Analytics & Digital Innovation includes strengthening the performance and development culture of the College by promoting an enriching, supportive and motivating environment for staff, which encourages a sharing of skills, knowledge and ideas. The role of the Director of Data Analytics & Digital Innovation is centered around staff development and the creation of programs, which build on the AITSL standards: professional knowledge, professional practice and professional engagement.

The Director of Data Analytics & Digital Innovation will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

1. To work in cooperation with Deputy Principal: Learning & Teaching to coordinate NAPLAN testing and compliance requirements.
2. To coordinate annual PAT-M and PAT-R testing for all students.
3. To ensure standardised testing data is uploaded to the College's learning management system SEQTA.
4. To scaffold effective teacher use of and reflection on data for enhancing student learning outcomes, through the use of ACER, Student Performance Analyser (SPA) and VCAA On Demand Testing Platforms.
5. To complete analysis of the College's NAPLAN and PAT Testing Data and make recommendations of areas of focus for the College.
6. To chair Literacy & Numeracy Team Meetings and oversee the implementation College-wide strategies to improve Literacy & Numeracy.

7. To assist Learning Area Leaders in the development of strategic plans for their Learning Area with a focus on data informed practice to improve student outcomes.
8. To be an active member of the College's School Advisory Council.
9. To maintain a detailed understanding of available datasets relevant to education research including merits and limitations for analysis.
10. To provide data analysis to support the work of the Learning & Teaching, Wellbeing Leadership Team and Curriculum Leadership Team when required.
11. To oversee the program management, maintenance, development and use of the College's learning management system SEQTA.
12. To provide professional development for staff in the use SEQTA Teach including information and learning opportunities for students in the use of SEQTA Learn and for parents/guardians in the use of SEQTA Engage.
13. To oversee the use of digital technologies as an integral component of learning and teaching programs safely and responsibly, including professional development for staff.
14. In cooperation with the ICT Department, Wellbeing Leadership Team and Homeroom Teachers implement and oversee the start of year Student MacBook Rollout, including Parent Information Nights.
15. To chair the Technology Advisory Group (TAG) and ensure Digital Learning Policies reflect best practice as informed by educational research.
16. To develop a framework for use of Artificial Intelligence software and programs within the College.
17. To develop a professional learning program for staff, which improves ICT use in the classroom, including the rollout of ISTE Standards.

Common Responsibilities

1. Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement in student learning outcomes.
2. Make recommendations and contribute to Curriculum Team discussions about the nature of learning and teaching programs at Year 7-10 following analysis of annual course submissions by Learning Area Leaders and subject teachers.
3. Provide leadership in and contribute to developing staff capacity in ICT, including modelling exemplar practice.
4. Contribute to policy review and creation, as recommended by the policy review schedule.
5. Other duties as required by the Principal and/or Deputy Principal Learning & Teaching.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. A clear vision for the development of a challenging curriculum for a contemporary Catholic College.
5. Excellent leadership, organisational and administrative skills.
6. Highly developed interpersonal and communication skills.
7. An ability to work collaboratively and facilitate dynamic teamwork.
8. An understanding of the NAPLAN & PAT Testing Platforms.
9. An ability to manage the SEQTA platform or other relevant Learning Management System.
10. A proven capacity to develop staff use of data informed practice.
11. An understanding of effective digital pedagogies and the ISTE standards.
12. Proven success as an exemplary teacher.
13. Appropriate qualifications and educational experience.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the portfolio responsibilities and key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal Mr Jamie Madigan.

Applications close: 9:00am Monday 21st August 2023