

## Interested in leading **Digital Learning** in our school?



### Background

Island Christian Academy is a community-minded International School located in the vibrant Soho district in Hong Kong. Island Christian Academy currently has an enrolment of 415 students in Years 1-8. The school is in its seventh successful year of operation and actively expanding!

The school is now seeking a passionate, experienced teacher to take on a brand-new role in our school as Digital Learning Leader, to join our growing team! They will help shape the future of our programmes across the school to improve our leveraging and integration of digital tools and technologies to improve student outcomes in all areas of learning.

The Digital Learning Leader plays a key role alongside the SLT to develop and grow IslandCA's digital capacity in both organisational development and teaching and learning. They partner with teachers and leaders to develop strategies and approaches to teaching and learning that leverage digital tools and technologies to enhance student learning outcomes across the curriculum. They coach and mentor teachers as well as delivering aspects of the ICT curriculum to specific year groups both in face-to-face lessons and through the ECA programme.



The Digital Learning Leader will advocate for development and innovation and be a key voice in shaping and implementing strategic projects and innovations which incorporate digital technologies, to enhance learning outcomes for students!

**Our school's mission is to:**

EDUCATE | CULTIVATE | INSPIRE



**To help achieve this mission, the Digital Learning Leader will:**

- Coach and mentor teachers in a range of settings to improve their personal digital skills and guide the integration of digital tools and technologies into teaching and learning across the school
- Contribute to the strategic development of the school by participating in the shaping of the School Development Plan and the School Improvement Plan.
- Design and support the development of scope and sequences and curriculum documentation
- Review and contribute to the shaping of Digital Strategies as well as planning for organisation-wide digital tools and development such as SeeSaw and Google Apps.
- Collaborate with the Principal, SLT and Generations ICT staff to help plan for future capacity
- Educate and communicate within the community on issues relating to digital skills development and the impact of technologies in the 21st century.
- Develop networks and partnerships with other schools and organisations in Hong Kong to support the development of IslandCA's programme and to continue to keep abreast of current trends and challenges

### **Person Specifications:**

The ideal candidate will:

- Be an experienced, successful classroom practitioner with a desire to make a difference in our community of learners
- Be able to demonstrate their commitment to being a lifelong learner
- Be passionate about Christian education and excited to shape the lives of future generations
- Know how to inspire and lead others through challenge, change and innovation
- Have a diverse applied knowledge of educational practices and models, including enquiry based education and innovative learning environments
- Be committed to developing collaborative practices with students and staff
- Be a passionate advocate for the effective integration of digital tools and technologies to improve learning outcomes for students
- Have a proven track record of successful development and integration of digital tools and technologies within their own teaching practice or at a school or district-wide level

If this role sounds like the right next step in your career, we look forward to hearing from you about how you might be the right person to join our team and help shape the future of learning here at Island Christian Academy!



# Job Description – Digital Learning Leader

## Job Purpose

The Digital Learning Leader plays a key role alongside the SLT to develop and grow IslandCA's digital capacity in both organisational development and teaching and learning. They partner with teachers and leaders to develop strategies and approaches to teaching and learning that leverage digital tools and technologies to enhance student learning outcomes across the curriculum. They coach and mentor teachers as well as delivering aspects of the ICT curriculum to specific year groups both in class and through the ECA programme. The Digital Learning Leader will advocate for development and innovation and be a key voice in shaping and implementing strategic projects and innovations which incorporate digital technologies, to enhance learning outcomes for students.

## Responsible To

The position holder reports directly to the Principal (or delegate) who reports directly to the Executive Director of Generations Christian Education.

## Key Duties

### Role-specific Responsibilities:

- Coach and mentor teachers in a range of settings to improve their personal digital skills and guide the integration of digital tools and technologies into teaching and learning across the school.
- Contribute to the strategic development of the school by participating in the shaping of the School Development Plan and the School Improvement Plan.
- Design and support the development of scope and sequences and curriculum documentation.
- Review and contribute to the shaping of Digital Strategies as well as planning for organisation-wide digital tools and development such as SeeSaw and Google Apps.
- Work alongside the Principal and SLT and Generations ICT staff to help plan for future capacity.
- To educate and communicate within the community in issues relating to digital skills development and the impact of technologies in the 21st century.
- To develop networks and partnerships with other schools and organisations in Hong Kong to support the development of IslandCA.

## Teaching Responsibilities

### Assessment & Reporting:

- To maintain a regular system of monitoring, assessment, record-keeping and reporting of students' progress.
- To mark/comment on student work to facilitate positive student development and improved learning.
- To carry out regular reporting and reflective analysis of student progress and achievement, and report to the Principal (or delegate).

- To prepare appropriate records for the transfer of students.
- To communicate effectively with parents and stakeholders on programmes, student achievement, placements, and behaviour.

### **Community:**

- To stimulate, foster, and enhance a sense of community amongst staff, parents, and students that encourages them to support the vision and mission of the School.
- To promote high-quality relationships with all stakeholders.
- To build up community relations and school collaboration.

### **Extra-Curricular Duties:**

- To take part in school events and activities that may take place at weekends or in the evening (within the reasonable request of the Principal).
- To participate in staff meetings as required, including learning meetings, prayer gatherings, committee meetings, etc.
- To supervise students during classes and at other times in the school day, including in the playground, during breaks, and at the direction of the Principal.
- To assist and organise sporting activities, school concerts and excursions where relevant.
- To lead or supervise extra-curricular activities as part of the school's extra-curricular programme (as included in school contract).

### **Strategic Plan:**

- To implement and support school development as identified in the School Improvement Plan, and as directed by the Principal.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To support the Principal in promoting the ethos of the school.

### **Administration:**

- To administer and implement the policies of and procedures of the School and where relevant Generations Christian Education.
- To continue professional development, maintaining a portfolio of training undertaken.

### **Risk Management:**

- To promote the welfare of students and to support the school in safeguarding students through relevant policies and procedures.
- To ensure out-of-school trips are safe, educational and fun, liaising with the Principal (or delegate) as appropriate.
- To help ensure all students and staff are safe and secure, informing the Principal of any issues.
- To recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others, and to comply with the School's Health and Safety policies and procedures, and laws of Hong Kong, and any school-specific procedures/rules that apply to this role.

**Other:**

- To perform ad hoc duties as assigned by the Principal or delegate.

**Organisational Relationships:**

- Internal Liaisons: Generations Staff, Principal, Vice Principals, teaching staff, non-teaching staff, operational support staff, students, parents, school community members.
- External Liaisons: Relevant School accreditation bodies, other schools, broader community members.