Cranbrook School is seeking an enthusiastic individual with a strong focus on curriculum innovation. This newly created role requires dynamic and proactive approaches to thinking, problem solving and task management.

**About The Role**
This is a fulltime permanent role reporting to the Director of Teaching and Learning in the Senior School and also provides advice to the Deputy Head Curriculum in the Junior School.

The Digital Literacy Leader supports teachers, leaders and students with the use of digital technologies in effective and meaningful ways. In classrooms and elsewhere across the School, the Digital Literacy Leader supports the teaching and learning process and promotes relevant school-based projects, collaborative practices and curriculum innovation.

The Digital Literacy Leader will be required to take classes compatible with their relevant teaching experience.

**Key responsibilities**

**Enhance Learning Programs**
- Collaboratively plan and implement teaching and learning programs that embrace best practice with Information and Technology;
- Design and assist in implementation of digital initiatives across the School;
- Provide support to teachers to create and develop rich learning tasks incorporating appropriate use of technology as part of their curriculum;
- Model best practice technology integration that supports Cranbrook School's, NESA and IB curricula;
- Work collaboratively with Faculties and Teaching and Learning to develop pedagogical practices embracing digital technology;
- Work in-class to provide support and direction to teaching staff in the use of technology to enhance teaching and learning;
- Support teachers and students in the use of the School's BYOT programme in Years 7 to 12;
- Communicate (as necessary), with parents to provide information about Cranbrook School use of technology in learning.

**Digital Leadership**
- Work closely with Heads of Department and the Director of Teaching and Learning to achieve a coordinated approach to effective and integrated use of technology in teaching and learning;
- Collaborate with and provide advice to the Junior School Leadership Team;
- Identify, design, and deliver professional learning programs in technology for academic and support staff, assisting them to meet their curriculum outcomes and professional learning goals;
- Contribute to the development of a whole school strategy for improvement in current IT systems and practices;
- Promote the use of Cranbrook School Technology Policies and practices.

Design and lead induction sessions and programmes for new staff and students into the School's current programmes and use of technology, including the BYOT program in Senior School.

**Selection Criteria**

**Essential**
- Excellent skills, experience and pedagogical knowledge in the use and application technology in a school setting;
- Ability to inspire, lead and model good use of technology for improved student learning;
- Demonstrated ability to collaborate effectively, communicate clearly, self-manage and to think and act in critical, creative and innovative ways to support teaching and learning;
- Demonstrated experience in collaborative planning of curriculum using online programming tools;
- Strong organisational and time-management skills;
- The ability to engage with students and to engender enthusiasm for learning; and
- Evidence of continued professional development in IT systems and software in an educational setting.

**Preferred**
- Previous experience working in a 1:1 laptop program school (preferably in a BYOT environment);
- Experience in working within the NSW NESA Australian Curriculum and/or the International Baccalaureate Programmes (PYP, MYP and Diploma); and
- Experience in working with a quality learning management system for delivery of curriculum.

**Essential Qualifications**
- A Bachelor of Education Degree or post graduate degree;
- A minimum of 5 years FTE experience teaching in an Australian or International School;
- Current accreditation with a relevant authority such as NSW Institute of Teachers.

**Working with Children Check**
- Employment will be conditional upon successful attainment of the WWC Card.

For further information about our School and a full position description, please visit our website at http://www.cranbrook.nsw.edu.au

**How to apply**
To apply, please forward your resume and a covering letter addressing the above selection criteria to recruitment@cranbrook.nsw.edu.au

**APPLICATIONS CLOSE 1 MARCH 2017**
About Cranbrook
Cranbrook School was founded in 1918 in the traditions of the Anglican Church. It occupies four sites totalling seven hectares in the adjacent Sydney suburbs of Bellevue Hill (Senior School and Hordern Oval) and Rose Bay (Junior School (K-6) and Dangar Playing Fields as well as St Mark’s Pre-school in Darling Point and St Michael’s Pre-school in Vaucluse.

Student numbers are approximately 970 day boys and 75 boarders in Senior School and 460 day boys in Junior School. Each of the Pre-schools offer 20 places to 3 and 4 year olds in each of its 2, 3 and 5 day programmes.

Cranbrook School offers the International Baccalaureate Primary Years Programme in both pre-schools and our Junior School, and have embarked on the accreditation for the Middle Years Programme up to and including Year 10.

OUR VISION & MISSION
Vision
A world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential.

Mission
To lead all students to discover and make the most of their talents, to give of their best and to thrive in and love the pursuit of excellence;

To energise the educational environment by offering a well-rounded, rich and distinctive schooling both within and beyond the curriculum and to give powerful pastoral support to each pupil in our care;

To uphold the character of our Anglican foundation in order to promote the moral and spiritual development of each student and to foster the principles of service;

To build resilience and confidence within our students so that each can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism, and

To inspire and support students to respect the integrity of differences and to lead adventurous, courageous and generous lives which contribute to the betterment of society.

POSITION DESCRIPTION DETAILS
PD Amendment Date
9 February 2017

Title
Digital Literacy Leader

Department/ Division

Reporting to
Director of Teaching and Learning

Location
Senior School

Mission & Purpose of the Role
The Digital Literacy Leader will support the Head of Teaching and Learning in the Senior School and provide advice to the Deputy Head Curriculum in the Junior School, to promote relevant school-based projects, collaborative practices and curriculum innovation.

The Digital Literacy Leader will enable staff and students to advance their skills with reference to the Cranbrook School Learning Framework, to promote effective learning through up-to-date pedagogical practices using new innovative technologies.

This role forms a critical nexus between the primary and secondary academic faculties and the IT team, working collaboratively to ensure consistent processes and practices.

The Digital Literacy Leader will be required to take classes compatible with their relevant teaching experience.

KEY RESPONSIBILITIES & DUTIES
Enhance Learning Programs
– Collaboratively plan and implement teaching and learning programs that embrace best practice with Information and Technology;

– Design and assist in implementation of digital initiatives across the School;

– Provide support to teachers to faculties to create and develop rich learning tasks incorporating appropriate use of technology as part of their curriculum;

– Model best practice technology integration that supports Cranbrook School’s NESA and IB curriculum;

– Work collaboratively with Faculties and Teaching and Learning to develop pedagogical practices embracing digital technology;

– Work in-class to provide support and direction to teaching staff in the use of technology to enhance teaching and learning;

– Support teachers and students in the use of the School’s BYOT programme in Years 7 to 12;

– Communicate (as necessary), with parents to provide information about Cranbrook School use of technology in learning.

OTHER DUTIES
Digital Leadership
– Work closely with Heads of Department and the Director of Teaching and Learning to achieve a coordinated approach to effective and integrated use of technology in teaching and learning;

– Collaborate with and provide advice to the Junior School Leadership Team;

– Identify, design, and deliver professional learning programs in technology for academic and support staff;
Position Description

– Academic Staff - ensure that professional learning (provided in-class and as part of before and after school workshops and subject and year level meetings), is accessible by all staff to ensure that teachers are within their capacity to utilise and manage technology to meet curriculum outcomes;
– Support Staff – provide professional learning that enhances staff capacity to use technology and programmes deployed at Cranbrook School;
– Contribute to the development of a whole school strategy for improvement in current IT systems and practices;
– Promote the use of Cranbrook School Technology Policies and practices.
– Design and lead induction sessions and programmes for new staff and students into the School’s current programmes and use of technology, including the BYOT program in Senior School.

Operational Leadership
– Maintain accurate records of professional learning completed by staff; and
– Offer professional learning opportunities, including online tutorial guides and video materials.

Professional Learning
– Continued growth of own learning relevant to the position
– Active participation in professional learning networks

Workplace Health & Safety Responsibility
Comply with the Schools Work, Health and Safety Manual and policies

QUALIFICATIONS & PRE – EMPLOYMENT CHECKS

Qualifications
Essential
– A Bachelor of Education Degree or post graduate degree;
– A minimum of 5 years FTE experience teaching in an Australian or International School;
– Current accreditation with a relevant authority such as NSW Institute of Teachers.

Working with Children Check
– A Working with Children Check will need to be completed upon appointment.
– Employment will be conditional upon successful attainment of the WWC Card.

AUTHORISATION

Direct Manager:
Signature
Date

Functional Manager:
Signature
Date

HR Manager: Sophia Pratt
Signature
Date

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Employees Name:
Signature:
Date