

Position Title	Head of Digital Technologies
Middle Leadership Structure	Leadership Tier 3
Reports To	Principal through the Dean of Learning
Tenure	<p>As per the current agreement for Middle Leaders in the <i>Catholic Employing Authorities - Single Enterprise Collective Agreement 2019 – 2023, Religious Institute Schools of Queensland</i>, Middle Leadership positions shall be appointed for an initial period of four (4) years. The commencement date for this time period is based on the remaining period of the current middle leadership tier cycle. A further four (4) year appointment will be made subject to a successful performance review at the conclusion of the previous four (4) years.</p> <p>All employees are subject to a six (6) month probation period under the Fair Work Act.</p>
Prime Purpose	Ambrose Treacy College is structured around the concept of three schools within one College. The Head of Digital Technologies will lead and manage the staff, curriculum, teaching and learning in the programs of Digital Technology (Years 4-9) and Digital Solutions (Years 10-12).
Leadership – Charism and Formation	<ol style="list-style-type: none"> 1. Model and encourage support for the charism and culture of Ambrose Treacy College, as a Catholic School in the Edmund Rice Tradition, including: <ol style="list-style-type: none"> a) Engagement with and reflection of the EREA charter, touchstones, mission and vision of the College b) Participation in Catholic rituals, retreats and spirituality programs c) Promoting positive relationships and interactions with others d) Utilising and modelling restorative practices in student / staff welfare and behaviour management contexts 2. Promote teacher professionalism and encouraging positive staff morale by contributing to and initiating team building processes 3. Promote the Vision for Learning at the College 4. Engage parents in a meaningful partnership regarding the welfare and education of students
Learning	<ol style="list-style-type: none"> 1. Promote a culture of learning and enthusiasm for the study of your Department subjects, across the College 2. Ensure the development of engaging, aligned and seamless curriculum and assessment programs across the Senior areas of the Department, with a particular emphasis on: <ol style="list-style-type: none"> a. The incorporation of ICT skills b. The incorporation of literacy and numeracy skills (as appropriate) c. The incorporation of higher-order thinking skills d. The incorporation of service learning initiatives, including programs which raise consciousness about the marginalised e. Alignment to state and national curriculum documents f. Catering to the diverse needs of learners, by liaising with Exceptional Learners Department staff to improve differentiation processes and implement CAPs and IEPs



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	<ul style="list-style-type: none"> g. The incorporation of other whole school curriculum / pedagogical programs including Visible Learning 3. Maintain currency with Queensland Curriculum & Assessment Authority (QCAA) information regarding the new QCE system, including: <ul style="list-style-type: none"> a) QCAA procedures for accreditation, endorsement and confirmation b) Senior Pathway Planning c) Teaching & Assessment resources d) Requirements for common internal assessment tasks e) Development of programs to prepare students for external examinations f) Professional development for staff 4. Establish a culture of professional practice and ongoing reflection, to ensure improvement of curriculum and teaching programs across the Department. 5. Oversee and ensure the set-up and maintenance of the College's electronic learning management system, with respect to all subjects in the Senior Science Department. 6. Oversee and ensure the set-up and maintenance of assessment markbooks and feedback to students across the Department, including reviewing the appropriateness of teacher feedback to students. 7. Lead a culture of professional practice and development which may include: <ul style="list-style-type: none"> a. Preparing and delivering ongoing, practical professional development across the Department in site context b. Observing teacher lessons and providing feedback to teachers as part of their professional development c. Organising a program for peer observation to build collaborative practice d. Organising a program of moderation of assessment which ensures consistency of teacher judgement e. Tracking trends in student performance and subject data, to improve teaching pedagogy and practice f. Leading appraisal processes within the Department g. Taking a lead role in mentoring of new staff 8. Meet regularly with the Dean of Learning and other Heads of Department to monitor and develop the curriculum offerings within the College 9. Building partnerships with external stakeholders including universities and industry groups
<p>Administration and Communication</p>	<ul style="list-style-type: none"> 1. Demonstrate effective organisational leadership across the Department by: <ul style="list-style-type: none"> a) Front-ending of assessment and clear communication of assessment requirements to staff and students b) Timely completion of assessment calendars as required by the Dean of Learning c) Distribution of yearly cross marking schedules across the department d) Longitudinal and short term planning for curriculum writing and revision e) Establishing agendas for meetings, recording and distributing minutes f) Timely completion of subject selection / pathway information booklets as required by the Dean of Learning g) Attending and leading parent information evenings in relation to subject information, pathways

	<ul style="list-style-type: none"> h) Ensuring the timely setup of assessment, reporting and unit programs in SEQTA i) Ensuring the effective storage of assessment as required by the College j) Ensuring effective resource management and stewardship, including: participating in the budget bidding process, maintaining a budget, and ensuring the safe-keeping of Departmental resources k) Ensuring support for and implementation of all additional school policies and systems <p>2. Establish and maintain effective lines of communication and follow up processes that support the information needs of colleagues, parents and students</p>
Other	<ul style="list-style-type: none"> 1. Participate in the College's extra-curricular program 2. Undertake additional duties as required by the College Principal.
Selection Criteria	<p>The selection criteria should be addressed in no more than 250 words under <u>each</u> of the following headings:</p> <ul style="list-style-type: none"> 1. Demonstrated capacity for leadership and management of a team in a key learning area 2. Demonstrated understanding of and a commitment to the mission of a Catholic school in the Edmund Rice Tradition. 3. Demonstrated understanding of the learning process and the ability to deploy an appropriate and innovative range of teaching methods to promote boys' learning across a range of abilities. 4. Demonstrated understanding of current QCAA policies and procedures. <p>Applicants should refer to the role description to guide their response.</p>



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