



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Digital Learning Co-ordinator

Position Level	ACT Co-ordinator 1.0
Salary Range	\$ 122,856
Reports To	Principal
Location	St Mary MacKillop College - Canberra ACT
Employment Type	Full-Time
Employment Status	Fixed-Term
Employment Term	Commencement Negotiable
Hours Per Fortnight	76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	<p>We have an exciting new opportunity for an innovative Digital Learning Coordinator to join our expert learning team at St Mary MacKillop College. This new role is designed to use digital solutions to improve teaching and learning across the College, using evidence-based approaches to develop 21st century capabilities in all students and staff of the College.</p> <p>Please note that this position is for an initial two-year period with an opportunity for further extensions. Two further extensions (each of four years) will be offered based on performance outcomes. The position will be underpinned by a permanent (ongoing) teaching position within Catholic Education.</p>
Position Duties	<p>Vision and Values</p> <ul style="list-style-type: none">Assisting in the advocacy of the Catholic vision and mission of the College.

- Working with staff and students to ensure that the spirit of St Mary MacKillop, particularly in the areas of equity, diversity and justice, permeates the teaching and learning within the College.
- Valuing each student as a learner, capable of growth in achievement.
- Assist in the faith formation of staff.

Responsibilities, Knowledge and Understanding

The Digital Learning Coordinator:

- Works with the College Leadership Team to support and promote the development of teaching and learning initiatives from the College Strategic Plan.
- Creates and implements the conditions for positive high expectations learning environments.
- Works as part of a team under the direct supervision of the Assistant Principal Academic Care.
- Works with the Curriculum Leadership team, teaching, support staff and students, in the innovative use of digital technologies to enhance teaching and learning.
- Assists the Inclusive Education Coordinator with digital learning solutions for student with special needs.
- Has deep knowledge of Canvas, Sentral, Markbooks, ACS Markbooks, Google products, Microsoft Office products and the ability to develop knowledge of other digital products and platforms.
- Is responsible for working collaboratively with the Learning Commons team to integrate digital technologies across the College.
- Builds opportunities for parent community engagement with elements of the College digital technologies.
- Works as a conduit between the I.T. team and digital technologies users.
- Strategically supports the College-wide implementation of technology rollouts from the Catholic Education Office.
- Acts as a permanent member of the College ICT Committee.
- Uses digital technologies for the development of personalised learning opportunities for students.
- Builds the digital technology capacity of all teaching and support staff; create a staff digital technologies training program for College agreed digital technologies practices.
- Researches and uses evidence-based-strategies to support the integration of emerging digital solutions with school-wide pedagogies to improve student learning experiences and outcomes.
- Supports teachers, via professional learning, to implement evidence-based-digital learning strategies in their classrooms.
- Explores opportunities for online learning in a variety of formats and for a variety of users.

	<ul style="list-style-type: none"> • Uses digital technologies to promote and lead initiatives around Literacy, Numeracy, Cross Curriculum Perspectives and the General Capabilities. • Works directly with the Senior Studies Coordinator to assist with the senior markbooks. • Supports the Curriculum Leadership Team in the acquisition and management of resources. <p>The successful applicant will:</p> <ul style="list-style-type: none"> • Demonstrate the capacity to communicate clearly and appropriately for purpose. • Be able to create and manage strategic planning to achieve desired outcomes. • Be able to act as a change agent with care and consideration. • Possess excellent listening and relationship building skills. • Work as part of a team to achieve outcomes in a timely, accurate and efficient manner. • Possess excellent mentoring skills. • Demonstrate the ability to work effectively with external agencies. • Maintain confidentiality and respect for all teachers, students and parents with which they work. • Possess high level research and data analysis skills. • Possess the ability to create and develop relationships between the College, educational and other community agencies. • Be able to work independently to achieve desired outcomes.
Skills, Attributes and Experience	<p>The Teacher will:</p> <ol style="list-style-type: none"> 1. Promote stewardship of our Vision for a Catholic School in the Josephite tradition. 2. Be an outstanding teacher of experience and initiative who can work effectively with the curriculum team, colleagues, students and families. 3. Demonstrate a deep knowledge of contemporary issues and practices in teaching from Years 7-12. 4. Contribute to the development of pedagogy and assessment practices across the curriculum. 5. As a classroom leader work effectively with colleagues and their Faculty Coordinator to develop a vision and profile of the College. 6. Support the College to build community with staff, students and their families. 7. Communicate effectively with colleagues, students, parents and community members.
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration and Teaching Accreditation • Must have commenced or completed relevant degree

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).