

## Position Description

# Director of Digital Learning

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| <b>Purpose of position</b> | The Director of Digital Learning is a member of the College Differentiated Educational Practice Strategy Team and College Digital Technology and IT Teams and supports the Deputy Principal – Differentiated Educational Practice with realising the College’s Catholic ethos, Mission, values and strategic intent and leading the College’s Digital Technology Strategy. They are entrusted with the responsibility to support the Deputy Principal – Differentiated Educational Practice by leading the Digital Learning Strategy across each Campus of the College. |
| <b>Staff Team</b>          | College Differentiated Educational Practice Strategic Leadership Team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Reporting to</b>        | Deputy Principal – Differentiated Educational Practice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Location</b>            | Marymede Catholic College and ELC:<br><br>- 139 Eminence Boulevard, Doreen<br>- 60 Williamsons Road, South Morang                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Classification</b>      | Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Salary and benefits</b> | <ul style="list-style-type: none"> <li>Salary as per Victorian Catholic Education Multi Enterprise Agreement 2022</li> <li>Significant opportunities for professional learning</li> </ul>                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Commencement date</b>   | January 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>Employment conditions</b> | <ul style="list-style-type: none"> <li>• Full-time</li> <li>• Position of Leadership Level 4</li> <li>• 20 hours of time release per fortnight</li> <li>• Contract tenure of 3 years for the position of Director of Digital Learning</li> <li>• Ongoing appointment to the College as a teacher</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>• be employed under the Victorian Catholic Education Multi Enterprise Agreement 2022</li> <li>• be required to be registered as a teacher with the Victorian Institute of Teaching</li> </ul> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p> |
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| <b>Qualifications and experience</b> | <p>An appropriate qualification in education is required.</p> <p>A postgraduate qualification in a field of educational leadership is desirable but not essential.</p> <p>Demonstrated successful experience in educational leadership is desirable.</p> <p>Accreditation to Teach Religious Education or Lead in a Catholic School is required (or commitment to achieving this in the first two years of appointment).</p> <p>A current Victorian driver's licence and access to a vehicle.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p> |
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## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Adhering to the MACS Code of Conduct
- Adhering to the College Child Safety Code of Conduct and all College child safety related policies and procedures
- Foster the staff agreed behaviours of collaboration, collegiality, communication and professionalism
- Foster high performance among teams through building positive relationships and encouraging genuine conversation
- Diligently maintaining understanding of MACS and College policy and implementing policy with fidelity
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the College Digital Technology and IT Teams, College Differentiated Educational Practice Strategy Team, College Differentiated Educational Practice Implementation Team
- Lead the development, implementation and review of the College's Digital Technology Strategy
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously lead the development, implementation and review of the College's Digital Technology Strategy across the College
- Continually investigate new digital technologies and their application for facilitating student achievement
- Maintain an evolving vision and plan for the future development and enhancement of digital technology throughout the school in consultation with the College Differentiated Educational Practice Strategy Team and College Digital Technology and IT Teams
- Liaise with key stakeholders in the planning of future learning environments within the College that promote enhanced and effective use of technology as a teaching tool
- Lead the development and documentation, assessment and reporting and resourcing of the Digital Technologies curriculum Prep to Year 12
- Contribute to positive professional dialogue among staff including sharing and celebrating effective practice in relation to implementing the College Digital Learning Strategy to enhance student achievement
- Measure the effectiveness of the College's Digital Learning Strategy to differentiate the learning program and enhance student achievement
- Lead staff in modelling and sharing efficacious strategies for using the Digital Learning Strategy effectively
- Embed and lead meaningful and differentiated professional learning and development for staff
- Attend classes to coach teachers
- Develop and implement procedures and practices which reflect the College's commitment to

achieving excellent use of digital technology through effective teaching and learning

- Facilitate student and staff access to e-resources
- Audit the use of technology across the College to support decision making and inform future direction
- Collaborate with the Deputy Principal – Student Wellbeing to ensure child safe practices are implemented across the College
- Contribute to the design of and lead the Campus implementation of policies and procedures related to Digital Technology
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy
- Complete operational and administrative responsibilities including assisting with the preparation and monitoring of relevant budgets and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Proven experience in leading teams, building capacity in others, and working as part of team
- Ability to strategically lead the Digital Learning Strategy across the College
- Ability to lead staff professional learning and development
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description  
updated:**

September 2026