Digital Learning Leader

Job Description

The Digital Learning Leader is a member of the School Leadership Team. The Digital Learning Leader is responsible to the Director for

- the effective leadership and development of Halcyon's digital learning environment
- the effective leadership, development and support of digital pedagogy in the classroom
- monitoring and evaluating digital skill acquisition, for staff, students, and parents
- the effective integration of students' digital skills into the School's IB curriculum framework and wellbeing practice
- the effective leadership of digital learning teams, for both staff and students
- the effective leadership of Halcyon's technical support team and the development of digital platforms
- developing and maintaining productive learning relationships with partner schools, external companies (including Google, Apple), and external digital leaders

1. General responsibilities

The Digital Learning Leader will
- be an active advocate for Halcyon's vision, mission and core aims
- be an active advocate for Halcyon's curricular and philosophical commitments as an IB World School, ensuring alignment of all digital policies and practices to IB Standards and Practices
- collaborate with the School Leadership Team to develop, implement and deliver Halcyon's operational goals, aligned to the school's strategic planning
- support the IB Team, to develop and deliver innovative curriculum, aligned to the school's operational goals and strategic planning
- collaborate with IB teachers to ensure that at all times the school's digital curriculum provides a safe and supportive learning environment for students, teachers and all other members of the Halcyon community
- promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence
- engage with teachers, students and the school community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes, and driven by data-informed decision-making
- lead and support a culture of innovation
- be an active, life-long learner

2. Specific responsibilities

A. To lead learning, the Digital Learning Leader will

1. ensure a consistent collaborative focus on improving student learning outcomes through the effective understanding, development, delivery, and analysis of digital learning.
2. be up to date with and respond to current research about improving student learning outcomes through digital technologies
3. ensure that an on-going, critical analysis and evaluation of student inclusion and performance data inform policies in support of digital learning
4. collaborate with the IB Team, ensuring this models best practice as a professional learning community and provides purposeful leadership of digital learning
5. analyse and evaluate, with the IB Team, student performance data and take appropriate action in support of individual student learning
6. ensure that students have an active and engaged role in developing their own digital learning
7. develop and lead, with the School Leadership Team, and promote collaborative staff professional learning
8. ensure that current and innovative digital learning strategies are promoted and embedded in practice
9. provide assistance and coaching to teachers and develop and enhance colleagues' understanding of how students learn across digital platforms
10. ensure effective articulation of digital learning, grades 6 – 12
11. provide effective oversight of digital learning, understanding and leading improved learning outcomes through strategic development
12. being accountable for teachers' and students' effective digital learning

B. To lead teaching, the Digital Learning Leader will

1. ensure a consistent collaborative focus on improving student learning outcomes through the modelling of best digital practice
2. build a framework of common understandings, based on current research, about best digital practice as this applies to Halcyon's vision
3. lead initiatives with colleagues, to evaluate and improve digital strategies, using effective, research-based learning and teaching programmes
4. be responsible for the development and delivery of effective digital learning platforms, and liaise with colleagues, and school leadership to ensure an appropriate, comprehensive, innovative and high quality digital learning platform
5. be familiar with IB syllabi and programme developments, to ensure Halcyon's digital platforms best support agreed curricular outcomes
6. provide teachers with the necessary in-class support to best facilitate learning
7. collaborate with the wellbeing team to deliver digital citizenship skills

8. ensure the use of local, national and international digital resources within the curriculum
9. ensure every teacher and administrator is familiar with, and adheres to, expectations for good digital practice as expressed in Halcyon's policy documents

C. To lead operational/strategic planning, the Digital Learning Leader will

1. based on current research, appropriate consultation, feedback, and analysis of student data, develop short- and long-term strategic digital learning planning with the Director and School Leadership Team
2. lead Halcyon's technical support team, ensuring effective planning of, and support for, the infrastructure necessary to meet the school's vision.
3. ensure digital learning strategic planning goals are met through clearly articulated short- term objectives
4. ensure that colleagues develop and follow planning targets aligned to the school's vision, mission and objectives, and the school's wider strategic planning targets
5. provide the Director with effective analysis of the efficacy of Halcyon's digital platforms, as they support Halcyon's vision, mission and objectives, and recommendations for improvements
6. prepare, with the School Leadership Team, for evaluation/accreditation/inspection visits, supporting the School in the preparation of all materials and in preparing an appropriate strategic response

D. To lead staff professional learning, the Digital Learning Leader will

1. develop, as a member of the School Leadership Team, Halcyon's provision for professional learning, both internal and external, aligned to the school's mission and strategic planning
2. conduct regular learning walks and subsequently provide a collaborative forum for professional learning conversations that are informed by appropriate data and focused on learning outcomes
3. lead and organise professional development in support of improved digital learning
4. ensure the effective induction of new staff into Halcyon's digital learning environment, and prepare for staff in-service (August) and new student and teacher orientation
5. as it relates to digital learning, ensure all staff are regularly and effectively informed of safeguarding policy and practice.
6. promote collaborative practice and ensure effective learning relationships
7. act as a positive role model

E. To lead quality assurance, the Digital Learning Leader will

1. support and facilitate, with the Director, the school's Professional Learning Program

2. establish and monitor targets in line with wider school goals, and work collaboratively toward their achievement
3. establish, with the School Leadership Team, agreed standards of digital learning and practice
4. evaluate the effectiveness of digital learning and conduct regular reviews using multiple sources of evidence including: student assessment data, curriculum documents, teaching practice, learning walks, and feedback from students, colleagues and parents/carers
5. evaluate the effectiveness of digital teaching multiple sources of evidence including: student assessment data, curriculum documents, teaching practice, learning walks, and feedback from students, colleagues and parents/carers
6. ensure all Halcyon teachers make effective use of the various elements of Halcyon's digital environment (notably, Google suite, Google Classroom, Google Sites, ManageBac), and are supported as they seek to improve their skills
7. ensure Halcyon's digital policies and practice comply with DfE and OFSTED expectations, U.K. law (including data protection) and e-Safety and Acceptable Use Policies.
8. have an overview of the different digital competencies across the school, and develop strategies to share and coach as appropriate

F. To lead communication & liaison, the Digital Learning Leader will

1. support and communicate the school's mission and objectives, and model these within the community
2. communicate all digital learning policies effectively to all members of the school community, using agreed communication protocols. This includes strategic planning, platform-specific learning (e.g. Google Suite, ManageBac), and developmental initiatives
3. ensure, with the School Leadership Team, that all staff are conversant with learning policy and practice
4. communicate digital policy and practice with students
5. communicate and liaise regularly with parents (such as workshops, information sessions, newsletters, individual meetings), ensuring the community has the opportunity to learn about Halcyon's digital environment, and are conversant with Halcyon's digital expectations, for themselves and their children
6. liaise with and support Halcyon's Marketing Lead & Communications Manager, to ensure effective representation of digital learning within and beyond the school community
7. promote Halcyon's digital vision within and beyond the school community, including direct liaison with other schools, companies, learning forums, and other digital leaders

G. To lead the management of resources, the Digital Learning Leader will

1. support the Director and the School Leadership Team, in the preparation of the Digital provision within the annual school budget, and the appropriate allocation of resources (including iPads and laptops, software, apps, online learning environments and other e-resources) linked to strategic planning and intended learning outcomes
2. be available to support the Director in the appointment of teaching staff
3. manage and be accountable for the Digital budget

The Director will lead a yearly performance evaluation of the Digital Learning Leader. This evaluation will be in-line with Halcyon's professional learning programme and, in addition, be informed by expectations outlined in the job description, a review of strategic planning targets, and feedback data from students, staff and parents.