

HALCYON

LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

Innovation | Collaboration | Community

Digital Learning Coach

Job Description

The Digital Learning Coach is responsible for the effective integration of digital resources and practice at Halcyon. The Digital Learning Coach reports to the IB Coordinators (curriculum) and to the Director (other operational areas) and will

1. be responsible for the development and delivery of an effective, comprehensive, innovative and high quality digital learning platform
2. the effective leadership and development of Halcyon's digital learning environment
3. the effective facilitation, development and support of digital pedagogy in the classroom
4. monitoring and evaluating digital skill acquisition, for staff, students, and parents
5. the effective integration of students' digital skills into the School's IB curriculum framework and wellbeing practice
6. the effective facilitation of digital learning teams, for both staff and students
7. developing and maintaining productive learning relationships with other schools, external companies (including Google, Apple), and external digital leaders

1. General responsibilities

The Digital Learning Coach will

1. be an active advocate for Halcyon's vision, mission and core aims
2. 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
3. liaise with the School Leadership Team to develop, implement and deliver Halcyon's digital operational goals, aligned to the school's strategic planning
4. liaise with the IB Team, to develop and deliver innovative digital practice, aligned to the school's operational goals and strategic planning
5. 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
6. 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
7. 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
8. lead and support a culture of innovation
9. be an active, life-long learner

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2. Specific responsibilities

The Digital Learning Coach will

1. ensure a consistent collaborative focus on improving student learning outcomes through the modelling of best digital practice, and 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. build a framework of common understandings, based on current research, about best digital practice as this applies to Halcyon's vision
4. lead and provide digital learning coaching to all staff, to develop and enhance colleagues' understanding and practice across diverse digital platforms, improving digital strategies using effective, research-based learning and teaching programmes
5. ensure all Halcyon teachers make effective use of the various elements of Halcyon's digital environment (notably, Google Workspace, including Google Classroom and Google Sites, and ManageBac), and are supported as they seek to improve their skills
6. provide teachers with the necessary in-class support to best facilitate learning
7. ensure that students have an active and engaged role in developing their own digital learning
8. promote collaborative practice and ensure effective learning relationships
9. develop and lead collaborative in-house professional digital learning for all staff
10. lead and organise professional development in support of improved digital learning
11. ensure effective induction into Halcyon's digital learning environment, preparing orientation for staff and students
12. ensure that current and innovative digital learning strategies are promoted and embedded in practice
13. ensure that an on-going, critical analysis and evaluation of student inclusion and performance data inform policies in support of digital learning
14. establish and monitor targets in line with wider school goals, and work collaboratively toward their achievement
15. be familiar with IB syllabi and programme developments, to ensure Halcyon's digital platforms best support agreed curricular outcomes
16. ensure all staff are regularly and effectively informed of safeguarding policy and practice, as it relates to digital learning
17. communicate digital policy and practice with staff, students and parents
18. support parents' understanding of digital practice (through workshops, information sessions, newsletter articles, 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
19. ensure the use of local, national and international digital resources within the curriculum

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20. 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.

Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting the Welfare of Children Policy for full details of our safer recruitment procedures. Our Policy on the Recruitment of Ex-Offenders is available upon request. Halcyon London International School is an equal opportunities employer and is committed to an inclusive and diverse school community as part of our commitment to a life-readying education. All eligible applicants are welcome to apply.