Mandurah Catholic College is a K-12 Catholic co-educational day school, with approximately 1650 students enrolled in 2018. Established in 1992, the College is located on a picturesque, 12-hectare bushland site situated two kilometres from the Mandurah town centre.

The Principal of Mandurah Catholic College invites applications from suitably qualified persons for the following teaching positions:

**DIRECTOR OF LEARNING TECHNOLOGIES**

**Full-time, commencing 1 January 2019**

The Principal of Mandurah Catholic College invites applications for the Middle leadership role from suitably qualified, committed and enthusiastic individuals with demonstrated experience and skill in directing the adoption and innovation of learning technologies in the classroom.

The College offers excellent support to teachers to enable them to develop on their professional journey through the Mandurah Catholic College Professional Growth Program. All staff are required to be involved in the pastoral care of our students and need to be able to demonstrate a commitment to the ideals and ethos of Catholic Education and be willing to participate in the extra-curricular program at the College.

All applications are required to have a Statement of Service, Working with Children check and TRBWA Registration. Successful applicants will be well qualified, dynamic and supportive of the Catholic ethos. Details of the College can be viewed at, www.mcc.wa.edu.au or by contacting the College Human resources Officer on 9531 9507.

Resume, College application form and covering letter addressed to the Principal with the names and telephone numbers of three referees (one of whom should be your Parish Priest), should be submitted to:

Human Resources Officer
Mandurah Catholic College
PO Box 615
MANDURAH WA 6210

Fax: 9535 8558

E-mail: MCCHumanResources.mcc@cathednet.wa.edu.au

Applications close on Friday, 24 August 2018
“Our College is a learning community seeking truth by living out the Gospel values through the Catholic faith and by promoting the holistic and optimal development of each person”.

ROLE DESCRIPTION

1. POSITION IDENTIFICATION

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Teaching</th>
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<tbody>
<tr>
<td>POSITION</td>
<td>Director of Learning Technologies K-12</td>
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</table>

2. POSITION RELATIONSHIPS

Responsible to:

Key Working Relationships:
- Vice Principal
- Deputy Principals
- Head of Primary School
- Directors
- HOLAs
- Network Manager
- Administration
- IT Staff

COLLEGE VALUES:
Mandurah Catholic College is a learning community which challenges its members to:
- Seek Truth
- Live out the Gospel Values of Peace and Hope, Love, Learning and Faith
- Cultivate a love of learning
- Develop their God-given gifts and talents
- To make a positive contribution to society

COLLEGE OVERVIEW:
Mandurah Catholic College is a co-educational Catholic school comprising of 1650 students from Kindergarten to Year 12. The College’s first intake of students began in February 1992. Under the vision of Bishop Quinn, Mandurah Catholic Community saw the transformation of this 12-hectare site of natural Australian bushland into the beautiful and growing College we have become today.

The aim of Mandurah Catholic College is to offer a Christian Education, which will provide for the spiritual, emotional and social needs of the students. The aim is to promote the balanced development of students within a community atmosphere, which will entail communication and co-operation between parents, students and staff.

The College offers a full range of School Curriculum and Standards Authority subjects for University entrance pathways and VET programs. The 1:1 technology program from Year 5 to 12 supports the educational programs across the years. The College offers extensive co-curricular activities for students, in sporting, Christian Service Learning and cultural fields.
The crest of the College is a cross within a circle. The cross symbolises the sacrifice that we, as Christians, must make to ensure that we leave this world a better place, while the circle symbolises the eternal and all-encompassing nature of our God.

The Motto ‘Seek Truth’, comes directly from the aims of the College. There is always a need to seek, and the work itself implies effort and willingness to work according to one’s capacity. Truth is the object of all discoveries, implying accuracy with regard to calculations and never being satisfied with mediocrity. The ultimate truth is God, who is the object of our seeking.

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**LEADERSHIP AT THE COLLEGE:**

Those in leadership roles at the College are encouraged to work collaboratively focusing on teachers providing students with learning environments that are engaging and challenging to their students so that they develop a strong desire to achieve well and for ongoing learning. They must also understand the implications of the Mandate set for Catholic schools by the Bishops of WA.

Within the context of Christian leadership, those in leadership positions should be excellent communicators who promote collegiality and harmony amongst all members of staff. They also must be visionary and pro-active, responsive to the overarching vision and direction of the College.

The Executive Leadership Team includes the Principal, Vice Principal, Deputy Principals, Head of Primary, Assistant Head of Primary, Business Manager and the Director of Ministry whose key role is to support, advise and assist the Principal in all aspects of the College.

**RATIONALE:**

The Director of Learning Technologies is a strategic member of the College's Middle leaders. The Director of Learning Technologies enables and supports teaching, learning, research and administration by managing and integrating services in information management and technology. The Director of Learning Technologies will work with the College Executive Leadership Team to develop, implement and maintain a strategic plan for the integration of technology at all levels in the College community. This is to be done within the context of its mission and in order to achieve the broader aims of the College. The Director of Learning Technologies will also work closely with the Vice Principal, Deputy Principals, Head of Primary as well as the Business Manager, the Network Manager and the Head of Information Services, in order to achieve these aims.

The Director of Learning Technologies provides the College with the leadership to enable the operational Learning Technologies (LT) team to implement the information communication and learning technologies vision and strategy as a driver of twenty first Century learning that promotes the College as an institution of educational excellence.

The ICT Executive Team comprises of the College Executive, Director of Digital Technologies and Network Manager and representatives from the Middle Leadership team. The Director of Learning Technologies will, therefore, lead a team of qualified IT staff to ensure that technology is used effectively to create new opportunities for learning for both staff and students, to promote student learning, in order to transform the College Educational Program.

The Director of Learning Technologies will work with teachers in the classroom to investigate integrating technology into the curriculum, align ICT with student learning goals and use ICT for engaging learning projects. As a natural consequence to this role, the Director of Learning Technologies will focus on the professional development of teachers in order to improve the quality of learning in the classroom. In addition, the
Director of Learning Technologies will also work with gifted students in ICT as well as student leaders in order to implement College goals. The Director of Learning Technologies also provides leadership and direction for College Board, in order to plan and provide informed advice regarding the Learning Technologies budget. The Director of Learning Technologies manages a team of ICT support staff, including the Network Manager, IT technicians, and consultant staff, fostering the development of effective relationships with vendors, and will work with key teachers to integrate the use of technologies in the classroom.

The Director of Learning Technologies enables information and learning technologies to support the mission, strategic goals, and objectives of the College through the development of a dynamic Learning Technologies Strategic Plan, which provides input for the efficient and effective allocation of resources invested in technology. The Director of Learning Technologies serves as the advisor to the College Principal together with the Executive Leadership team on information and learning technology issues.

The Director of Learning Technologies will provide vision and leadership in the development and implementation of the Mandurah Catholic College information and learning technology educational program from Years K to 12.

Mandurah Catholic College requires appointees to successfully undertake their duties under the following key components of leadership:

- Catholic Identity
- Leadership
- Financial Management
- Management of IT Services
- Professional Development
- Other Facets of Leadership

CATHOLIC IDENTITY:
Catholic leadership promotes the purpose and aims of evangelisation. As a member of the Middle Leadership Team, the Director of Learning Technologies undertakes, under the direction of the Principal and in accordance with the policies of the CEWA, to contribute towards the fulfilment of the Mission of the College. The Director of Learning Technologies is expected to:

- Assist the Principal in the development of the College as a faith community by ensuring that Christian values are reflected in attitudes, policies and practices they are responsible for. Catholic leadership promotes the purpose and aims of evangelisation.
- Assist in the development and implementation of the College Strategic Plan by actively supporting the goals contained within two key documents, the CEWA QCS School Review and Improvement Framework and the Bishops of WA Mandate for Catholic Schools, especially by setting annual goals aligned to the College Strategic Plan.
- Exercise effective, principled and ethical leadership following the Catholic model of servant leadership.
- Promote high educational standards and the pursuit of excellence.
- Actively support the promotion of a Catholic culture, including providing opportunities for staff to be actively involved in prayer and in liturgical and faith-based experiences.
- Provide Annual Reports to the Principal reporting on annual goals for two publications, the College Yearbook and the Annual Report.
- Actively support the role of the College in its links to the wider Church and Church agencies, eg, Fundraising initiatives according to College Policy; Christian Service Learning (eg, Mini Vinnies) and Immersion Programs.
- Be proactive, and to be actively involved in Middle Leadership meetings.
- Support and care for staff.

LEADERSHIP:
- Provides strategic and tactical planning, development, evaluation, and overall coordination of the information and learning technology services.
• Has a clear whole College educational vision that supports effective teaching and learning in the classroom. This would involve a deep understanding of latest educational trends and appropriate ICT related products and devices. It would also involve the capacity to work with teams of people to ensure the vision becomes a shared one.
• Works collaboratively with others to support twenty first Century pedagogical practices across the curriculum from Years K to 12.
• Works collaboratively with the Heads of Learning Area, Head of Primary and Assistant Head of Primary to ensure that educational initiatives, structures and strategies support the access and generation of effective teaching and learning resources.
• Has a deep understanding of the Australian Curriculum ICT competency requirements with a view to integrating these seamlessly into the classroom at the specified year levels. Works with others to ensure that these are effectively scoped and sequenced from Years K to 12.
• Oversees the gathering and strategies to analyse educational data regarding the use of teaching and learning tools within the classroom with a view of altering future practice to best suit the needs of the staff and students concerned.
• In conjunction with others, oversees the ongoing development of the College’s administrative and learning management systems.
• Develops and maintains a strategic focus for the development of the integration of ICT in order to maximise learning excellence, engagement and support amongst all key members of the College community, taking into account the development and implementation of new solutions, technologies, services and policies.
• Oversees the services provided by and within the College Library which acts as a central learning hub, the direct responsibility of the Head of Information Services and who reports to the Director of Learning Technologies. The Head of Information Services role provides the vision and leadership for the team of staff responsible for the planning, development, implementation, and evaluation of high quality, twenty first Century student focused library, information and research services to the College community of students and staff and incorporating parents.
• Middle management responsibility for the planning, development, evaluation, coordination and management of the information and technology systems. This includes telephones, print management systems, audio-visual and office automation.
• Designs, implements, and evaluates the systems that support end users in the productive use of desktop, laptop and mobile hardware and software.
• Oversees the development and maintenance of the systems architecture, defining standards and protocols for data exchange, communications, software and interconnection of network information systems.
• Facilitates the ICT Executive Leadership Team meetings on a regular basis and provide advice at Board meetings as and when necessary.
• Provides a vision for the sequence and scope of ICT skills that all students attain as they progress from Year K to 12, and as appropriate to mandated requirements.
• Liaises with the ICT Executive Team and Heads of Learning Areas to enhance the integration of ICT in the curriculum, teaching and learning programs as well as in the use of alternate learning technologies.
• Fosters student involvement in the use of IT and related technologies, both in the classroom and as an extracurricular activity.
• Liaises with the appropriate Catholic Education personnel and other relevant authorities in order to further enhance the technical possibilities for the use of Learning Technologies.

FINANCIAL MANAGEMENT:
• Develop and enforce policy and procedures to ensure the protection of the Learning Technologies assets.
• Assist in the development of the College Capital Development Plan with respect to implementing and integrating appropriate technologies.
• Assist in the direction of the development of the IT budget, other relevant Learning Technologies and to promote the necessary monitoring and evaluation of resources,
including the 1:1 Digital Device program. Specifically, the Director of Learning Technologies:

- Exercises delegated approval authorities, and coordinates and controls all projects related to the selection, acquisition, development and installation of major information systems.
- Provides executive level advice on the evaluation, selection, implementation and maintenance of information systems, ensuring an appropriate investment in strategic and operational systems. In conjunction with the Network Manager, evaluates systems to measure their success.
- Undertakes management review of all hardware and software acquisition and maintenance contracts, soliciting involvement and participation of other management team members as appropriate.
- Develops, implements and maintains corporate policies and standards aimed at maximising effectiveness and minimising costs related to the acquisition, implementation and operation of IT systems.
- Provides advice to the Business Manager to enable determination of the most financially appropriate means of purchasing and/or leasing of hardware, software, maintenance and telephony services.
- Develops, monitors and exercises the delegated approval authorities in respect to the approved annual operating and capital budgets for information and learning technology systems.
- In conjunction with the Network Manager, maintains contact with IT suppliers and ensures a working knowledge of current technology, equipment, prices and terms of agreements in order to minimise the investment required to meet established service levels.
- Ensures the effective evaluation of alternative resources, performing appropriate cost benefit analyses, recommending alternatives, as well as solutions that maximize effectiveness and minimise costs, commensurate with acceptable risks.
- Oversees College relationships with vendors for sales, service and support of all information systems and technology. Ensures problem logs, documenting system errors or defects. Together with the Network Manager, serves as the primary contacts for software, hardware and network-related vendors, consultants, and partners.

**MANAGEMENT OF IT SERVICES:**

- Work collaboratively with the Network Manager and assist in the appointment and development of ICT support staff, thereby overseeing the IT Service team responsible for all IT systems, laptops and associated technologies with the Network Manager.
- Undertake strategic and creative planning and management of IT services, resources and staff, adapting the IT Support team to changing demands. This will require the Director of Learning Technologies to work with the Network Manager to motivate the team by communicating goals and performance expectations, ensuring appropriate training in work and organisational skills. Specifically, the Director of Learning Technologies:
  - Coaches, facilitates, prioritises work, monitors workloads, reviews progress, provides feedback and provides advice to the Business Manager, with regards to employee effectiveness and efficiency.
  - Integrates the work of the IT Support team to progress towards a model of best professional practice.
  - Provides recognition for valued performance and celebrates achievement.
  - Builds and creates a professional development environment; enhancing the skills in the IT Support team to achieve strategic goals in line with Performance Development Review processes.
  - Select, train, supervise, and evaluate IT Support team members.
  - Assure that the duties and roles assigned to IT Support team members will be performed during school holidays, illnesses, and other instances where key IT Support team members are not available.
In conjunction with the Network Manager, develop and maintain disaster recovery and business continuity plans in the event of power failure, damage to system, etc.

Ensure and facilitate the correction of any system failures.

- Maintain an on-going review of IT support services to ensure adequacy of service provision by collating feedback from key Learning Technology users: students, teachers, support staff and parents.

PROFESSIONAL DEVELOPMENT:

- Design and implement various forms of staff Professional Learning progress for ICT and relevant technologies.
- Provide opportunities for students to be actively involved in various projects and to act as mentor for other students and staff.
- Keep abreast of current developments in IT and Learning Technologies.
- Monitor membership of the relevant professional associations for staff.
- Evaluate and report on the impact of the Professional Development for staff to the Principal.
- Support and promote the relevant Catholic Education Commission of WA (CECWA) policies relevant to the use of ICT by all staff and students.

OTHER FACETS OF LEADERSHIP:

The Director of Learning Technologies:

- Maintains high visibility for the purpose of building familiarity and trust with students and staff.
- Demonstrates excellent interpersonal skills, is actively involved in the College as a professional learning community. This requires the ability to be flexible, creative, adaptable and approachable, able to collaborate well with others and works hard to develop a sense of team.
- Supports College leadership team for the purpose of providing assistance with administrative functions and supporting the school’s mission, goals, philosophy and vision.
- Constructs appropriate communication systems to inform staff, students and the community of daily or special events, in collaboration with the College Executive Leadership Team.
- Will have a teaching load commensurate with this senior position, and the responsibility level associated with the role.
- Will be required to undertake any other duties as negotiated with the Principal or delegate.

ADDITIONAL INFORMATION:

Contract and Appraisal:

This appointment is a contracted position for a period of 8 years, preferably commencing January 2019, with a process of appraisal in the second and fifth year of the contract.

Remuneration:

A salary package will be negotiated commensurate with the responsibilities associated with this leadership position, and the experience and qualifications of the successful applicant. Terms and conditions will follow the WA Catholic Schools Enterprise Bargaining Agreement 2015 and includes employer superannuation contributions as offered to all staff working in Catholic schools.

Essential Position Requirements:

- TRBWA
- High level of organisation, including ability to work to deadlines
- Highly proficient in information technology skills
- Current Working With Children Screen Check
• Supportive of the Catholic ethos of the College
• Accreditation to Teach in a Catholic School qualification, or willingness to attain this qualification
• Uncompromising confidentiality

**Desirable Position Requirements:**
- Practising Catholic
- Demonstrated experience in a related or similar field
- Formal qualifications in leadership
- Strong negotiation skills
- Highly developed communication and inter-personal skills
- Ability to work in a team

**VISION FOR THE FUTURE: Moving from innovation to transformation**

It has been 7 years since Mandurah Catholic entered into a one-to-one laptop program, initially adopted as we moved into developing a learning environment which reflected twenty first Century learning principles, engaged students in their learning and provided a vehicle for teachers to access high quality resources to teach in a different way.

**Since then the College has:**
- introduced SEQT and associated portals, providing a reliable online learning management system which included access to course outlines, assignments and homework, assessments and reporting, for students and parents. This was supported by professional learning for teachers delivered onsite.
- adopted a full 1:1 digital device program to support higher order and deeper learning (from substitution – texts to online materials; to modifying and creating learning objects) and a range of teaching styles, or pedagogies.
- included an ICT levy to the budget to reflect the cost for connectivity (Cathednet, wifi and AARNet) and the provision of ICT services (eg, DataCom and Winthrop).

NSSCF concluded in 2014, so we have moved into a parent funded 1:1 program. Today, our focus is on articulating our vision for learning, empowering teachers and leaders to create a school which actively develops within as well as forming networks and relationships outside the school, so as to be able to adapt to the learning needs of students who expect their experiences will be more configured to their individual needs and preferences, and who are both creators as well as consumers of information and media. As leaders, we are compelled to move from the industrial model of educational provision, despite the natural inertia to change.

Mandurah Catholic has used ICT as a tool to support teaching and learning goals in what we have come to know as the provision of a twenty first Century learning environment of students.

We are now moving from a focus on innovation to educational transformation. The newly appointed Director of Learning Technologies will continue this strategically focussed journey.
# Mandurah Catholic College Accountability Framework:

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<tr>
<th>Short description</th>
<th>Position Description</th>
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<td>Relevant to</td>
<td>Director of Learning Technologies</td>
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<tr>
<td>Authority</td>
<td>This role is critical to the development of the College in providing teachers and leaders with resources to enable high standard, quality educational programs for all students focussing on twenty first Century learning principles.</td>
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<td>Responsible officer</td>
<td>Principal</td>
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<td>Responsible office</td>
<td>Administration</td>
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<td>CECWA Guidelines for Catholic Schools</td>
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<td>Quality Catholic School Improvement Framework</td>
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<td>Related College documents</td>
<td>College Strategic Goals</td>
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