



## Role Description

### Head of Digital Innovation

The Head of Digital Innovation is a middle leadership position responsible for leading the strategic development of digital pedagogy, innovation and emerging technologies across St John Bosco College.

Working closely with the Vice Principal, Deputy Principals, Senior IT Support Officer and Library Technician, this role provides leadership in the effective integration of digital technologies to enhance learning, teaching and student development across Kindergarten to Year 12.

Guided by the Salesian charism of St John Bosco and the mission of Catholic Education Western Australia, the Head of Digital Innovation promotes the responsible, ethical and innovative use of technology. The role supports staff and students to become confident digital learners, critical thinkers and responsible digital citizens within an increasingly complex and technology-rich world.

The Head of Digital Innovation combines strategic vision with practical leadership, ensuring that emerging technologies, including Artificial Intelligence, are thoughtfully integrated into College practice in ways that enhance learning, strengthen relationships and prepare students for the future.

#### Values, Skills and Personal Attributes:

- Model a commitment to the Catholic faith, Salesian charism and educational mission of the College.
- Demonstrate a passion for innovative and contemporary learning.
- Exhibit highly developed interpersonal, communication and leadership skills.
- Demonstrate strategic thinking and a capacity to lead change.
- Possess a strong understanding of digital pedagogy, digital citizenship and emerging technologies.
- Demonstrate a commitment to the ethical and responsible use of Artificial Intelligence.
- Foster collaboration, creativity and continuous improvement.
- Display initiative, adaptability and resilience in a rapidly evolving educational landscape.
- Commit to ongoing professional learning and reflection.
- Promote a culture of curiosity, innovation and lifelong learning.

#### Duties and Responsibilities:

##### Catholic Identity

- Promote the ethical and responsible use of digital technologies in accordance with Catholic values.



- Foster digital environments that uphold the dignity, wellbeing and safety of all members of the College community.
- Support students to become responsible and respectful digital citizens.
- Encourage the use of technology to enhance inclusion, accessibility and student engagement.
- Contribute positively to the Catholic life and mission of the College.

### **Education**

- Lead the development and implementation of the College's Digital Innovation and AI Strategy.
- Promote innovative and evidence-informed approaches to teaching and learning across K–12.
- Support staff in the effective integration of digital technologies and AI tools into classroom practice.
- Lead professional learning that builds staff capability in digital pedagogy and emerging technologies.
- Promote best practice in digital citizenship, online safety and information literacy.
- Collaborate with teaching staff and College leaders to identify opportunities for innovation and improvement.
- Monitor emerging educational technologies and evaluate their potential impact on learning.
- Serve as a member of Academic Council and contribute to whole-school curriculum and learning initiatives.

### **Community**

- Foster a culture of innovation and collaboration across the College.
- Work closely with Deputy Principals and curriculum leaders to support strategic priorities.
- Collaborate with the Library Technician to strengthen the connection between library services, information literacy and digital learning.
- Partner with the Senior IT Support Officer to align educational priorities with technology infrastructure and systems.
- Support communication with students, staff and families regarding digital learning initiatives.
- Promote positive and productive engagement with technology throughout the College community.

### **Stewardship**

- Contribute to the ongoing development and implementation of the College's digital strategy.
- Support the evaluation and selection of digital tools, platforms and AI technologies that align with educational priorities.
- Assist in the development of policies and procedures relating to digital learning, AI and digital citizenship.
- Utilise data and feedback to inform strategic planning and continuous improvement.
- Ensure digital initiatives align with College priorities, CEWA requirements and best practice.
- Contribute to the responsible stewardship of digital resources and budgets.



## General

- Work collaboratively with the Vice Principal, Deputy Principals and other College leaders to achieve strategic priorities.
- Participate fully in the life of the College and Academic Council.
- Undertake teaching duties as timetabled.
- Participate in relevant professional learning and educational networks.
- Perform additional duties as directed by the Principal.

## Terms of Appointment

### Accountable to:

- Vice Principal
- Key working relationships with Deputy Principals (K-12), Senior IT Support Officer, Senior Library Technician & Academic Council.

### Salary & conditions:

- The Head of Digital Innovation will receive a promotional position allowance of Category 1, level 2.
- The Head of Digital Innovation will receive an addition time allowance of 6 periods.
- The position is ongoing. A formative review will typically occur during the second year of tenure, with subsequent reviews conducted periodically as determined by the Principal.