



EMANUEL SCHOOL

ROLE DESCRIPTION HEAD OF DIGITAL LEARNING K-12

Role Purpose

The Head of Digital Learning K-12 is responsible for the strategic leadership and operational delivery of digital learning across the School. This includes developing and implementing the School's approach to digital learning, educational technology and artificial intelligence, ensuring these align with the School's educational priorities and support excellence in teaching, learning and student outcomes.

This is a highly collaborative and visible leadership role. The Head of Digital Learning K-12 works closely with teachers, school leaders and the ICT team to build staff capability and confidence through coaching, professional learning and training programs, guide the effective and responsible use of technology, oversee the selection and implementation of digital learning platforms and resources, and promote digital citizenship across the School.

The role also contributes to policy development, stakeholder engagement, vendor management and the ongoing enhancement of the School's digital learning environment.

This is a full time, permanent position and receives a Level 2 Leadership Allowance. This position includes a teaching load of up to 0.5FTE.

Reporting Lines

The Head of Digital Learning K-12 reports to the Head of Teaching and Learning K-12.

Key relationships for this position include the Director of ICT, Director of Studies 7-12, and the Deputy Head of Primary - Teaching and Learning K-6.

Key Responsibilities

The key responsibilities for this role include, but are not limited to:

- Work with the Head of Teaching and Learning, and the ICT team to develop strategy for digital learning and Artificial Intelligence (AI) that align with the educational goals of the school.
- Lead the implementation of digital learning strategies across the School, including leading staff training, and creation of training materials for teaching and no-teaching staff.
- Drive the implementation of the Intentional Use of Technology strategy throughout the school and communication with stakeholders.
- Work with teachers to incorporate digital tools in the curriculum to enhance learning.
- Facilitate the induction of new staff, ensuring they are familiar with our digital learning tools and resources.
- Conduct and / or organise externally facilitated training sessions for staff and students to enhance their digital literacy.
- Oversee the selection, approval, maintenance and rollout of digital learning resources, in collaboration with the ICT team and in alignment with the School's policies. This includes supporting the contract review process and being the main vendor liaison.
- Lead Digital Citizenship amongst staff and students, by developing learning sequences, resources and workshops, including contributing to the Study Skills program.
- Management of the Digital Learning budget including development, tracking and processing of invoices, and liaising with vendors.
- Leadership, development and application of student technology policies (e.g. e-safety policy, filtering and application controls), including liaison with executive leadership and the ICT team for approval and rollout.
- Oversee selection, implementation and ongoing use of:
 - Learning Management Systems (including Canvas LMS, Stile, Seesaw)
 - Curriculum Mapping tools (including Atlas)
 - Online Applications related to curriculum and learning across K-12
- Collaborate with ICT around audience provisioning and appropriate configuration of online applications, including those integrated with the school information system and timetable.

- Work collaboratively with leaders and teams to support the smooth running of the school.
- Monitor emerging trends in educational technology and artificial intelligence, providing advice and recommendations to School leadership regarding future opportunities and risks.
- Undertake other duties as directed by the Principal.

The Head of Digital Learning K-12 will be a member of the school's teaching community and as such, will participate in the regular life of the school. They will undertake other duties of a teacher such as those in relation to pastoral care, supervision of students, extra-curricular activities etc, as required by the Principal.

Skills, Attributes and Experience

The Head of Digital Learning K-12 is an innovative educational professional who combines strategic thinking with strong practical expertise in educational technology. They are passionate about the purposeful use of technology to enhance teaching and learning and can build the capability and confidence of staff and students in an evolving digital landscape. They work collaboratively across the School, bringing together educational, operational and technical perspectives to deliver high-quality digital learning outcomes and a safe, engaging learning environment.

Experience

- Experience in a digital learning, educational technology or teaching and learning leadership role within a school or comparable educational environment.
- Demonstrated experience developing and implementing digital learning strategies that improve teaching practice and student outcomes.
- Experience leading school technology initiatives and supporting organisational change.
- Demonstrated experience designing, delivering and evaluating professional learning programs that build staff capability and drive improvements in teaching and learning practice.
- Experience working with learning management systems, curriculum platforms and educational technology applications in a K-12 environment.
- Experience evaluating, selecting, implementing and supporting digital learning platforms and resources.

- Experience developing or contributing to technology-related policies, procedures and governance frameworks, including digital citizenship and online safety initiatives.
- Experience working collaboratively with ICT teams to support technology integrations, user provisioning and system implementation.
- Experience supporting the use of emerging technologies, including artificial intelligence, in educational settings.
- Experience coaching and supporting teachers to integrate digital technologies and contemporary pedagogical practices into their classrooms

Skills and Attributes

- Strong strategic and operational skills, with the ability to develop and implement digital learning and AI initiatives aligned with educational priorities.
- Deep knowledge of contemporary educational technology and its effective application to teaching, learning and student engagement.
- Excellent facilitation, coaching and professional learning skills, with the ability to build staff capability across both teaching and non-teaching teams.
- Strong interpersonal and communication skills, including the ability to work effectively with educators, school leaders, ICT professionals, students, parents and external partners.
- The ability to translate complex technological concepts into practical and accessible solutions for a range of audiences.
- A strong understanding of digital citizenship, online safety, responsible technology use and emerging issues relating to artificial intelligence in education.
- Strong project management, organisational and problem-solving skills, with the ability to manage multiple competing priorities.
- A collaborative leadership style and the ability to foster productive partnerships across all areas of the School.
- A commitment to innovation, continuous learning and staying abreast of emerging trends in educational technology.
- A commitment to enhancing student outcomes through evidence-informed practice and the intentional use of technology.
- The capacity to actively contribute to and support the ethos, values and life of Emanuel School.

Qualifications

- An approved teaching qualification;
- Eligibility for accreditation with NSW Education Standards Authority (NESA); and
- A valid Working with Children Check.

About Emanuel School

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage. We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto “Mind, Spirit, Being”.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes. The School occupies the Stanley Street site with around 920 students from Preschool to Year 12. The School’s commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

Values

Emanuel is a Jewish Day School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Respect
- Inclusion
- Community
- Kindness

Emanuel seeks to be a child safe school

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.

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