



Position Description

Digital Learning & Innovation Leader

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| Position Title | Digital Learning & Innovation Leader |
| Reports To | Head of Secondary / Assistant Head of Secondary – Learning & Teaching |
| College Objective | <p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools and demonstrate courtesy, cooperation and teamwork with fellow members of staff. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment depends largely on the maturity and professionalism of all staff members co-operating fully with the Executive Principal, Heads of Sub-Schools, other staff and the College Board. Staff are to adhere to the policies and the Lutheran teachings and to foster the ethos, culture and traditions of Geelong Lutheran College.</p> |
| Position Overview | <p>The Digital Learning & Innovation Leader will drive the school's vision for transformative digital learning and innovation. This role will build an AI infrastructure and innovation development framework, embed consistent practices across teaching and learning, and drive innovative programs in STEM, design thinking, robotics, and emerging technologies.</p> <p>The Leader will also take responsibility for developing and embedding a 7-12 e-safety strategy, ensuring students, staff, and families use digital technologies and AI tools safely, ethically, and responsibly.</p> <p>This position includes a 0.5 FTE for the Digital Learning & Innovation Leader position, coupled with a classroom teaching allotment of 0.5 FTE.</p> |
| Duties and Responsibilities | <p>1. Strategic Leadership</p> <ul style="list-style-type: none">• Lead the development of a Year 7–12 AI and e-safety approach, including staff training, policy frameworks, and alignment with the school's strategic plan.• Inspire a culture of innovation in STEM, design thinking, and maker-based learning, while providing pedagogical leadership and collaborative support.• Create and maintain resources (e.g., technology tips, guides, exemplars) and contribute to change management to ensure innovations translate into improved practice.• Promote AI use for productivity gains, curriculum enhancement, and improved student learning outcomes. <p>2. Staff Capacity Building & Support</p> <ul style="list-style-type: none">• Design and deliver professional learning programs in AI, digital technologies, e-safety, and innovation.• Provide targeted coaching, mentoring, and support to ensure staff confidence and skill in applying technology effectively and safely• Collaborate with Faculty Leaders to integrate innovation, blended learning, e-safety, and authentic assessment into curriculum planning.• Liaise with specialists, consultants, and external partners to ensure school practices remain contemporary, research-informed, and innovative. |



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| | <p>3. Innovation & Curriculum Integration</p> <ul style="list-style-type: none">• Lead and model innovative practices in STEM, and design thinking, embedding ethical and safe digital use into curriculum.• Research, pilot, evaluate, and scale new technologies and solutions that enhance student learning and engagement.• Develop a GLC digital toolkit and design effective assessments that reflect the opportunities and challenges of Generative AI.• Create inclusive programs that support both students requiring extension and those requiring additional support, in collaboration with IEL. <p>4. e-Safety Leadership</p> <ul style="list-style-type: none">• Develop and implement the school's e-safety policies, practices, and curriculum resources in line with national frameworks.• Partner with Deans and the Wellbeing team to ensure e-safety education is embedded across all year levels.• Evaluate, adopt, and implement e-safety resources consistent with the Australian eSafety Strategy.• Lead parent and community engagement on responsible AI use, cyber safety, and digital citizenship. <p>5. Student & Community Engagement</p> <ul style="list-style-type: none">• Empower students as digital leaders and innovators, supporting clubs, competitions, and student-led initiatives (e.g., robotics, drones).• Provide induction, training, and ongoing support for students in responsible AI use, digital practices, and technology troubleshooting.• Model exemplary teaching practice with an "open door" classroom to foster peer learning and professional growth.• Build community confidence through parent workshops, showcases, and collaborative innovation projects. <p>6. Teaching Responsibilities (0.5 FTE load)</p> <ul style="list-style-type: none">• Teach in an agreed subject area, maintaining high standards of curriculum planning, assessment, and reporting.• Model exemplary classroom practice that integrates AI, digital tools, and e-safety.• Contribute to the school's professional learning culture through reflective teaching and innovation in pedagogy.• Balance teaching and leadership responsibilities to maintain credibility, relevance, and direct classroom connection |
| Key Selection Criteria | <p><i>These selection criteria will form the basis to assess applicants for short-listing:</i></p> <p>Essential:</p> <ul style="list-style-type: none">• Previous leadership in digital learning, innovation, and e-safety.• Strong pedagogical expertise, with demonstrated capacity to integrate AI, digital tools, and e-safety in authentic teaching.• Experience balancing teaching responsibilities with leadership.• Ability to build staff capacity through professional learning, coaching, and mentoring. |



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| | <ul style="list-style-type: none">• Strong understanding of STEM, robotics, design thinking, and emerging technologies.• A demonstrated ability to work collaboratively and work towards creating a professional learning community where dialogue, professional learning and modelling best practice are seen to be important• Strong interpersonal, communication, and change-management skills. <p>Preferred but not essential:</p> <ul style="list-style-type: none">• Postgraduate study in Educational Leadership, Digital Learning, or Innovation.• Experience developing AI or e-safety processes and procedures at a system or school level.• Experience building external partnerships (universities, industry, or professional associations). <p>Personal Attributes</p> <ul style="list-style-type: none">• Visionary and future-focused, with a passion for innovation and e-safety in education.• Approachable, empathetic, and supportive of staff and students.• Strong organisational skills, with ability to manage both teaching and leadership priorities.• Resilient, adaptable, and collaborative.• High standards of professionalism, integrity, and student safety. <p>Compliance and Additional Requirements</p> <ul style="list-style-type: none">• Must be eligible to work in Australia.• Must hold current VIT teaching registration.• Must satisfy child protection screening and adhere to the College's Child Safety and Wellbeing policies.• Position is employed under the terms and conditions of the College's Enterprise Agreement.• All staff are responsible for ensuring data is collected, accessed, and retained in compliance with the College's Privacy Policy.• Must be willing to work flexible hours, including occasional evenings and weekends, to support innovation initiatives and community engagement.• Demonstrate a commitment to ongoing professional learning in relation to the requirements of this role. <p><i>This position description is not exhaustive and may evolve over time in consultation with leadership.</i></p> |
| Key Relationships | <ul style="list-style-type: none">• Head of Secondary• Assistant Head of Secondary – Learning & Teaching• Assistant Head of Secondary – Student Life• Inclusive Ed. Leader• Faculty Leaders• Deans of Students• Year Level Coordinators• ICT Coordinator |



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| Classification | Terms and Conditions: Please refer to the LEVNT Multi-Enterprise Agreement 2023 FTE: 0.5 FTE Tenure: 2 years Location: Geelong Lutheran College Armstrong Creek Employment Status: Full time (0.5 FTE teaching load + 0.5 FTE POR) Tenure: 3 years (reviewed at end of cycle) |
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STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer