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| **Director of Digital Learning**  **West Drayton Academy** | |
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| **Job Description** | |
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| **Reporting to** | The Principal |
| **Grade** | L1- L5 |
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| **Job Purpose** | |
| You will be an exemplary teacher and leader who can successfully lead digital learning and effectively implement a digital curriculum. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**   * To be accountable for the effective implementation of a digital curriculum, the quality of this provision, and the impact on pupils’ progress and learning as a result. * To be responsible for setting, monitoring and reviewing the school’s vision and   Policies on digital learning.   * To ensure that all groups of children are provided with the appropriate digital tools, devices and resources to excel in their learning. * To advise and guide colleagues on all matters associated with educational technology, the digital curriculum and e-safety. * To ensure the computing curriculum compliments the digital curriculum so that pupils’ are provided with ample opportunities to develop their computing skills. * To guide all teachers who are delivering digital lessons and teachers of computing and set clear expectations. * To performance manage colleagues who deliver computing lessons at the academy. * To communicate with parents and carers and keep them updated with pupils’ digital learning * Communicate with parents and carers and ensure they have access to parent workshops to develop their knowledge in educational technology. * To liaise with external agencies that provide support to the academy’s ICT systems * To create partnerships with external agencies, companies and other schools to share best practice in digital learning. * To work closely with the Vice Principals to ensure that standards and progress rates for all children and key groups of children are monitored, recorded and used to set challenging targets, which lead to improved pupil performance; * To develop robust safety practice and protocols and train and develop all stakeholders in safety provision. Ensure there is a strong culture for e-safety at the academy. * To carry out any other reasonable duties identified by the Principal and/or   Chief Executive Officer that are commensurate with the seniority of this post.  **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. To have led an area across the whole school 2. To have experience in IT, computing or digital learning 3. To have at least three years teaching experience as a qualified teacher | 1. To hold any educational technology qualifications such as Google Educator |
| **Skills & Knowledge** | * Effective strategies for digital learning * Knowledge and experienced in using a range of digital devices * Understanding of school IT systems * Experience of using online education platforms such as Google Classroom * Effective systems of recording and monitoring progress of groups * Develop teachers so they have the best digital learning practice in their classrooms * Effectively lead our digital curriculum and computing curriculum * Adapt tech-strategies so they are effective in different cohorts and effectively meet the needs of different groups of pupils * Inspire and Enthuse * Motivate staff so they seek to use the best learning experiences for children * Effectively communicate to a range of audiences * Stay organised and work to deadlines * Performance Manage staff * Keep up to date with national initiatives * Liaise effectively with a range of partners including parents and other academies in the Federation * Reach out to all parts of our community * Exhibit the highest expectations for all pupils and adults |  |
| **Personal Qualities** | * Be flexible * Lead with a highly energetic and enthusiastic disposition * Be resilient and solutions-focused * Develop and maintain an effective learning environment |  |