



POSITION DETAILS

Position Title:	DIRECTOR OF PRACTICE & INNOVATION Years K-6
Award:	Independent Schools (Teacher) Cooperative Multi-Enterprise Agreement 2025
Department:	Junior School, Years K-6
Work arrangement:	Full time/permanent position
Allowances:	24 period per cycle, Leadership Allowance 1
Date Established:	March 2026
Date Updated:	
Reports to:	Head of Teaching & Learning
Direct Reports:	Nil
Position Holder:	Vacant

KEY OBJECTIVE(S)

- The Director of Practice & Innovation Years K-6 will work together with the Director of Practice & Innovation Years 7-12, as part of the Teaching & Learning team to provide whole-school leadership and coordination of the use of technology to support teaching and learning, while maintaining an individual focus on implementation in their area of responsibility
- Compliance with all Child Protection directives

CHILD SAFE STATEMENT

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.”

CONFIDENTIALITY

This position will come across confidential information. Therefore a confidentiality agreement is required.

COMMUNICATION

Internal	Headmaster, Executive, Teaching and Professional & Operational staff (including direct reports) and students
External	Third party providers, suppliers, visitors, visiting students



KEY ACCOUNTABILITIES

Vision and Strategy

- Reporting to the Head of Teaching and Learning and in collaboration with the Chief Information and Data Officer to lead a whole-school approach to the effective and innovative teaching practice, including the integration of technology for learning.
- Strategic design, mapping and management of digital applications and ICT resources for teaching and learning. Management of requests for new applications in collaboration with the ICT team and application and maintenance of endorsement scales for new and existing apps in our ecosystem.

Staff Leadership and Professional Learning

- Design and lead the strategy to support staff capability and confidence in the use of digital technology for learning* through:
 - Design, develop and deliver professional learning, including professional development, mentoring and coaching.
 - An “I do... You do...” model of collaborative teaching to support staff develop capability and confidence for independent practice.

**Including: MyCCGS, MSOffice Suite, AI applications, and other applications for teaching and learning such as Education Perfect, MathsOnline, Atomi, Gradeo, etc.*

- Support staff to make informed choices about the ways digital technology is aligned with and integrated into pedagogical practice and student learning experiences.
- Provide evidence-informed and data-driven advice for use of ICT in support of teaching and learning practices.
- Coordinating staff and student testing and feedback on hardware and applications.
- Design and deliver new staff induction to laptops and the School’s digital environment (including MyCCGS), policies and procedures.

Curriculum Design and Support

- Map and support delivery of digital skills in alignment with the CCGS Character Framework and syllabus requirements from K-6.
- To provide expert advice and support to teaching teams about practice and innovation when designing new curriculum.



Collaborative Leadership

- Collaborate with teams to lead the implementation of School strategy and improvement in the use of digital technology for teaching and learning:
 - Member of the STEM design team
 - Member of the AI Working Group
 - Member of the IT Steering Committee
 - Collaborate with the Data Team, and support staff with data management, analysis and translation to action
 - Collaborate with Directors of Wellbeing to support digital safety and citizenship
 - Collaborate with Directors, Heads of Department and Year Coordinators

Student Practice

- Student orientation:
 - Leading student orientation to their laptop and the School's digital environment (including MyCCGS), policies and practices (such as new student orientations)
 - Cohort training on new apps and changes in policy and practice.
- Managing the Student Acceptable Use of Technology Policy.
- Digital assessment: Advice and support for staff organising and delivering assessment in digital environments (such as: NAPLAN; Minimum Standards; HSC online; AAS testing; internal digital assessment, lockdown browsers, etc).
- Student Portfolio Leaders: Working with student portfolio captains in relevant areas.

Co-curriculum

- A leading role in the STEM program in collaboration with Science & TAS, including robotics, coding, drones.

Teaching

- A classroom teaching load in any KLA
- K-6 role: teaching load in the Primary years OR a Stage 4/5 KLA
- Other tasks as required



WORK HEALTH AND SAFETY

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property & Facilities Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety (WH&S) consultation process by discussing WHS issues with the Property & Facilities Manager, Facilities Coordinator, Business Manager and the WH&S Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.

SPECIAL CONDITIONS

- Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sitting
- Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.
- May need to be available outside of normal work hours

PERSON SPECIFICATION

EDUCATION/PROFESSIONAL MEMBERSHIPS

- Tertiary qualifications in Teaching is essential
- NSW Education Standards Authority (NESA) Accreditation

EXPERIENCE

- Previous teaching experience
- Previous experience in a similar role would be advantageous

ABILITY

- Demonstrated teaching practices
- Competently operate machinery and equipment as applicable to the role
- Demonstrated knowledge of WHS principles and practices to ensure work is conducted in a safe manner
- Computer/technology skills



SPECIAL REQUIREMENTS

- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Good organisational and time management skills
- Ability to use initiative and adapt to various situations in a timely manner
- Ability to work as part of a team.

Signed:

Date

Date