



Position Description

Position:	2027 Head of Learning Innovation (P – 12)
Accountable to:	Director of Teaching and Learning
Major Relationships:	ICT Manager Deputy Principal - Head of Primary Deputy Principal - Head of Secondary Director of Christian Foundations & Wellbeing
Other Key Relationships:	Head of Learning & Curriculum (Primary) Head of Learning & Curriculum (Secondary)
Position Details:	Full Time Head of Learning Innovation – 0.60 FTE with POR Teaching allocation (primary or secondary) – 0.40 FTE

The College:

Donvale Christian College opened in 1975 and is located in the eastern suburbs of Melbourne. The current enrolment is over 1600 students from Prep to Year 12 and the total number of employees is over 300.

Our Vision: For the glory of God, Donvale Christian College partners with Christian families to cultivate each student's academic growth, authentic faith and personal development, empowering them to serve others and respond to God's calling in their lives.

Our Mission: Donvale Christian College is a parent-governed school that serves the Christian community by providing Christ-centred education. Through high quality teaching and learning in a nurturing, stimulating and Biblically directed environment, students grow in their understanding of God's world and in their commitment to serving Christ in all areas of life.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Executive Principal is appointed by the Board, together with them appointing other Senior Leadership staff. The Executive Principal appoints all other staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and school, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff are expected to maintain a faithful walk as a disciple of the Lord Jesus Christ including being an active member of a Bible based worship community and demonstrating the fruit of the Spirit.

Donvale Christian College exists to be a biblically directed learning community. All aspects of College life are shaped by this purpose, with each member of the community recognised as uniquely gifted by God to contribute to the learning and teaching mission for which the College has been established.

The College is committed to promoting and protecting the interests and safety of children and has zero tolerance for child abuse. All staff share the responsibility for creating a maintaining a child- safe environment and for the care and protection of children. All employees and volunteers are required to comply with the College's Child Safe Code of Conduct and the College's Child Safety and Wellbeing Policy. Appointment is subject to the provision of a valid Working With Children Check or VIT registration and will be subject to background checking in accordance with these requirements.

College requirements

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, vision and values.
- Actively commit to and demonstrate unity with other staff in service to the College's enduring purpose of equipping students to become disciples of Christ consistent with the College's Mission, Vision and Educational Creed (Matthew 28:19-20, Ephesians 1:4-6, 1 Peter 3:15).
- Maintain a faithful walk as a disciple of the Lord Jesus Christ which should be demonstrated in part by an active involvement in the wider Christian Church (Philippians 4:9, 2 Timothy 1:13-14, 3 John 1:2-8, Hebrews 10:25).
- Demonstrate the fruit of the Spirit and the highest standards of conduct in dealing with students, families, staff, volunteers and visitors (Philippians 2:1-8, James 2:24, Titus 2).
- Encourage and support fellow staff in their Christian service and work, including through attending and leading devotions, involvement in small groups, corporate prayer and attendance at the staff retreat (1 Timothy 2:1, Hebrews 12:1-3, James 5:13-19).

College expectations:

All staff are expected to:

- Support the College's policies and guidelines including but not limited to the College's Staff Code of Conduct and OHS policies and procedures.
- Embed and promote a Christian worldview and implement the programs, teaching practices and other activities as decided by the College.

- Perform responsibilities in a manner that supports and contributes to ongoing development and improvement.
- Perform all duties in a manner that upholds the College's zero tolerance for child abuse and complies with the College's Child Safety Policies, Code of Conduct, and relevant reporting obligations.

Role Purpose

The Head of Learning Innovation provides P–12 strategic leadership to enhance teaching and learning through research informed innovation and the purposeful integration of learning technologies, within a Christ centred educational framework.

Aligned with Donvale Christian College's mission to act justly, love kindness, and walk humbly with God, this role exists to ensure that innovation and technology:

- Serve learning, not novelty.
- Support the flourishing of every student from Prep to Year 12.
- Are shaped by Biblical foundations, sound pedagogy and responsible stewardship.
- Build consistency, coherence and excellence across the College.

The role bridges faith, pedagogy and practice, supporting staff to design learning experiences that nurture curiosity, creativity, wisdom, and purposeful engagement with God's world.

Key Responsibilities

1. P–12 Strategic Leadership for Innovation and Learning

- Lead the development and implementation of a whole College innovation and learning strategy, aligned with the Donvale Christian College Strategic Plan and Annual Improvement priorities.
- Provide expert guidance to the Executive and Teaching & Learning leaders on emerging educational trends (including AI, blended learning and digital assessment) through a Biblical and ethical lens.
- Provide strategic insight into the selection, implementation and coordination of educational platforms and practices across the College.
- Ensure innovation strengthens, rather than fragments, the shared learning journey across Primary and Secondary contexts.

2. Christ Centred Digital Pedagogy

- Champion learning first, technology second practices that reflect the College's commitment to high quality teaching and innovative programs.
- Collaborate with curriculum leaders to embed digital tools that enhance engagement, differentiation, assessment and feedback across P–12.
- Ensure technology use reflects responsible stewardship, accessibility and inclusion.
- Ensures that the College's Learning Management System (LMS) is fit for purpose and that staff are adequately trained and equipped to use the LMS effectively.

3. Professional Learning and Staff Development

- Design and lead high impact professional learning that builds staff capability and confidence in innovative and digital pedagogies.
- Coach and mentor teachers across Primary and Secondary through modelling, co-planning, observation and reflective practice.
- Foster a culture of continuous improvement, collaboration and instructional growth, consistent with the College's commitment to feedback-informed learning.

- Provide training, updates and solutions for the College learning management systems to operational staff as needed.
- Attend Professional Development relevant to staff and College ICT needs.

4. Curriculum, Assessment, and Learning Design (P–12)

- Partner with the Director of Teaching and Learning, Faculty and Learning Area leaders to support coherent P–12 curriculum design that reflects the College’s Christian worldview.
- Support innovative approaches to assessment that promote deep learning, student agency, and authentic application.
- Strengthen alignment between curriculum intent, classroom practice and student outcomes across the College.

5. Consistency, Coherence, and Sustainability

- Establish shared frameworks, language and expectations for innovation and learning technologies across P–12.
- Reduce reliance on individual champions by embedding sustainable systems and practices.
- Support smooth transitions between Primary and Secondary learning experiences.

6. Student Agency, Digital Citizenship, and Wellbeing

- Promote learning experiences that cultivate student agency, voice, and purpose from Prep to Year 12.
- Lead whole College approaches to digital citizenship, online safety, AI ethics, and wellbeing, grounded in Biblical principles of identity and stewardship.
- Ensure technology supports positive relationships, resilience and healthy learning habits.

7. Community Partnership and Engagement

- Partner with parents, staff and students to build understanding and trust around innovation and learning technologies.
- Clearly communicate the purpose and impact of innovation to the College community.
- Engage with external Christian education networks and research to strengthen College practice.

8. Other

- Manage existing apps and test/trial new apps that fit into the College infrastructure and teaching approaches.
- Other duties as directed.

Leadership and Professional Expectations

The Head of Learning Innovation will:

- Actively model Donvale Christian College’s Mission, Values and Educational Creed
- Demonstrate humility, wisdom, curiosity, and courage in leadership.
- Collaborate respectfully across Primary and Secondary teams.
- Uphold child safety, professional standards and ethical practice.
- Serve the College community with a commitment to unity, love and excellence.

Skills, Knowledge, and Experience

Essential

- Demonstrated leadership in teaching and learning innovation within a school context.
- Strong understanding of effective P–12 pedagogy and digital learning design.
- Experience leading professional learning and staff coaching.

- Excellent relational, communication and change leadership skills.
- Commitment to Christian education and active Christian faith consistent with the College's Mission and Values.

Desirable

- Experience leading school-wide digital or innovation initiatives.
- Knowledge of emerging technologies (including AI) and their ethical application in education.
- Postgraduate qualifications in education, leadership or educational technology.

Qualifications

- Relevant tertiary qualifications in education.
- VIT registration (or equivalent) as required.
- Willingness to provide a faith reference as part of the appointment process.

Measures of Success

The success of this role will be evidenced by:

- Consistent, high quality innovative teaching practices across P–12.
- Increased staff confidence and coherence in learning technology use.
- Clear alignment between innovation, pedagogy and student learning outcomes.
- Sustainable systems that support the College's long-term strategic vision.
- Positive impact on student engagement, learning and discipleship.

Key Selection criteria

1. Demonstrated commitment to Christian education.
2. Excellent communication and collaborative leadership skills.
3. Demonstrated leadership in teaching and learning innovation and school improvement.
4. Strong understanding of contemporary pedagogy and learning design, including the effective and purposeful integration of digital technologies.
5. Proven ability to lead professional learning and staff development.
6. Demonstrated capacity to lead innovation and change.
7. Key knowledge of emerging educational trends and technologies.

Inherent Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Spiritual				
Leading or taking part in daily devotions with staff and/or students				•
Leading or taking part in prayer with staff and/or students				•
Demonstration of our mission, commitment and values				•
Incorporating biblical theology into the curriculum				•
Passive				
Sitting – counter/desk				•
Sitting – vehicle			•	
Operating computer				•
Writing/reading				•
Manual Handling				
Bending / twisting Spine			•	
Working with one or both hands above shoulder height		•		
Lifting (5kg or under p/item)		•		
Lifting (5kg or over p/item)		•		
Requiring low/light application of force			•	
Requiring medium to high application of force		•		
Exerting force in an awkward posture		•		
Holding & supporting equipment			•	
Agility				
Squatting / kneeling				•
Looking up / looking down			•	
Reaching forwards or sideways			•	
Gripping or grabbing equipment			•	
Mobility				
Walking / standing - briefly				•
Walking / standing - extended				•
Walking on uneven ground			•	
Climbing steps/stairs				•
Navigating uneven terrain			•	
Climbing ladders	•			
Driving – passenger vehicle	•			
Driving – light commercial (regular driver's license)	•			
Driving – bus (endorsed license)	•			
Driving – machinery/heavy commercial	•			

	Unlikely	Possible	Occasionally	Regularly
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery	•			
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving			•	
Visual – watching with vigilance (e.g. school traffic control)			•	
Emotional				
Dealing with complex stakeholders			•	
Supporting dependent persons			•	
Dealing with conflict			•	
Managing complex personal situations			•	
Providing empathy			•	
Work Environment				
Outdoor – exposed to elements, plant & equipment		•		
Confined spaces	•			
Working alone			•	
Working at heights (greater than 2m)	•			
Exposure to extensive dust	•			
Pollen (or other allergens)		•		
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			