

Head of AI and Innovation

Position Reports to	Head of IT/ Head of Teaching and Learning
Direct Reports to Position	Teachers of ICT subjects
Classification	Teacher, Southern Cross Grammar Enterprise Agreement 2023, with Position of Responsibility
FTE	Head AI and Innovation - 0.4 (24 periods) Teaching – 0.6 (36 periods)
Duration and Allowance	3 Years, Level 4 Allowance

About Us

At Southern Cross Grammar, we believe education is most powerful when a student is truly known and their potential is unlocked to shape what comes next. We are an independent, co-educational, non-denominational Foundation to Year 12 school located on a single campus in Caroline Springs, Victoria. Established in 2011, we are a learning community united by a clear purpose: to develop people who make a positive difference in the world.

Guided by our values of Respect, Inclusivity, Excellence, and Resilience, our philosophy combines evidence-based teaching and strong relationships to support meaningful growth for all learners.

This work is led by dedicated staff who are deeply invested in each student's learning and development, and who continually reflect on their professional practice to ensure it remains purposeful, informed, and responsive. In partnership with our families, we prepare our students for lives of purpose and impact, grounded in the belief that when students matter, futures shine brighter.

Purpose of the Role

The Head of AI and Innovation will provide leadership of the School's ICT curriculum while supporting Southern Cross Grammar to embrace the opportunities presented by artificial intelligence and emerging digital technologies.

The role will support the safe, ethical and effective use of AI across the School, build staff capability and confidence, and identify opportunities to enhance teaching, learning, assessment and professional practice.

A key focus will be helping staff leverage AI and digital technologies to improve the quality, efficiency and productivity of their work, while ensuring innovation remains purposeful, responsible and aligned with the school's strategic direction. As an evidence-informed school committed to explicit instruction, the use of AI and digital technologies should also reflect contemporary evidence about how students learn.

This is an educational leadership and innovation role rather than an ICT technical support position.

Key Aspects of the Role

ICT Curriculum Leadership

- Provide leadership and oversight of the ICT learning area and associated curriculum programs.
- Develop and review curriculum, resources, assessment practices and teaching and learning strategies within ICT.
- Ensure ICT and Digital Technologies programs are contemporary, engaging and aligned with relevant curriculum requirements.
- Monitor student learning and achievement and support the continued development of ICT pathways and opportunities for students.
- Maintain knowledge of emerging developments in ICT, Digital Technologies and related fields.

AI and Digital Innovation

- Provide leadership and advice regarding the responsible, ethical and effective use of AI across the School.
- Keep abreast of emerging AI and digital technologies and advise School leadership on their opportunities, risks and implications.
- Contribute to the development and review of School policies, guidelines and expectations relating to AI.
- Support clear expectations regarding privacy, data security, academic integrity, transparency and responsible AI use.
- Identify and coordinate appropriate trials of emerging AI and digital tools and evaluate their potential impact.

Teaching, Learning and Assessment

- Support teachers to use AI and digital technologies purposefully to enhance teaching and student learning.
- Work with teaching and learning leaders to consider the implications of AI for curriculum, assessment and academic integrity.
- Support the development and redesign of learning and assessment experiences appropriate for an AI-enabled environment.
- Promote the development of AI and digital literacy among students and staff.

Staff Capability and Productivity

- Build staff confidence and capability in the effective use of AI and digital technologies.
- Provide professional learning, coaching, practical resources and examples of effective practice.
- Identify opportunities for AI and digital tools to reduce administrative workload, streamline processes and improve staff productivity.
- Support staff to use AI to enhance the quality and efficiency of planning, communication, administration, analysis and other professional work.

- Share effective practices across the school and build staff capacity to use AI and digital tools confidently and independently.

Leadership and School Improvement

- Work collaboratively with School leaders, Heads of Learning Area, ICT staff and teaching and professional service staff.
- Contribute an AI and digital innovation perspective to relevant School improvement initiatives and strategic projects.
- Promote a culture of responsible innovation, experimentation and continuous improvement.
- Develop professional networks and partnerships that keep the school informed about developments in AI, digital learning and ICT education.
- Undertake other duties as reasonably required by the Principal.

Key Capabilities

- A firm commitment to upholding Southern Cross Grammar's Purpose, Philosophy and Values.
- Demonstrated capacity to lead contemporary ICT and Digital Technologies curriculum and practice.
- Strong understanding of AI and emerging technologies and their application within education.
- Sound understanding of responsible AI, including ethics, privacy, academic integrity and student safety.
- Capacity to coach, support and build the capability of colleagues.
- Ability to identify practical opportunities for AI and digital technologies to enhance learning, professional practice and organisational efficiency.
- Strong interpersonal, communication and collaborative skills.
- Capacity to lead change positively and work effectively both autonomously and as part of a team.
- High level of initiative, organisation and personal accountability.
- Commitment to ongoing professional learning and continuous improvement.

Key Working Relationships

- Principal and Executive Team
- Deputy Principal
- Head of Teaching and Learning
- Head of Data and Systems
- Heads of Learning Area and other curriculum leaders
- ICT staff
- Teaching and professional service staff
- Students and parents/guardians
- Relevant external organisations and professional associations

Health and Safety

Staff are required to:

- Take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- Demonstrate awareness of Work Health and Safety issues, and have a working knowledge of the School's health and safety policies and procedures
- Participate in Work Health and Safety related training
- Promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe and are safe.

All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety
- Undertake training to maintain compliance with all child safety legislation, standards and regulations.

Conditions of Employment

- Southern Cross Grammar is an equal opportunity employer
- Evidence of relevant Qualification/s
- Evidence of VIT Registration
- Current Level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training or willingness to undertake prior to or on commencement of employment
- Salary packaging benefits and professional learning and leadership opportunities
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation
- Employment and leave provisions as outlined in the Southern Cross Grammar Enterprise Agreement 2023

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, and the Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.