Head of Creative and Digital Industries
Years 7 - 12

LORETO COLLEGE

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Head of Creative and Digital Industries Years 7 - 12
Position:	Teacher Years 7-12
Tenure	4-year tenure for Head of Creative and Digital Industries 2027 – 2030
Commencement Date:	19 January 2027
Position of Responsibility:	POR 3
Time Allocation:	10 lessons per fortnight
Responsible to:	Assistant Principal: Pedagogy and Academic Leadership

About Loreto

The Mission Statement for Loreto Schools of Australia states:

> *A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*
>
> *It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*
>
> *This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Head of Creative and Digital Industries is a key leadership position within the academic program of Loreto College. This position provides operational leadership across Design, Technology & Engineering, Food & Hospitality and Visual Arts.

This newly created role is designed to strengthen students' engagement with the creative, digital and emerging industries, fostering the knowledge, skills and dispositions required for success in a rapidly evolving world. The Head of Creative and Digital Industries will provide strategic leadership that inspires innovation, creativity and entrepreneurial thinking, ensuring students are equipped to be adaptable, solutions-focused and industry-ready.

Reflecting the College's commitment to developing future-ready learners, this role will cultivate meaningful partnerships with industry and the wider community, creating authentic learning opportunities that connect classroom experiences with real-world contexts. The successful candidate will bring expertise, vision and a passion for advancing learning across the creative, digital, food, hospitality and visual arts sectors.

The Head of Creative and Digital Industries reports directly to the Assistant Principal: Pedagogy and Academic Leadership and, as a member of the Learning Leaders Team, collaborates in leading and implementing whole-school teaching and learning priorities.

If you would like further information about the role, please do not hesitate to contact Mel Pedavoli, Assistant Principal Pedagogy and Academic Leadership mel.pedavoli@loreto.sa.edu.au

Key Competencies

The Head of Creative and Digital Industries is required to demonstrate the following Key Competencies:

Leadership	A high capacity to lead self and others in the delivery of teaching and learning programs and initiatives
Communication	Excellent skills in communicating to staff, students and parents through the gathering and delivery of information
Developing Others	A high capacity in developing others in their professional growth and development
Planning and Organising	Excellent planning and organisational skills, demonstrating the ability to balance resources, timelines and priorities to achieve objectives.
Problem Solving and Decision Making	Excellent skills in problem solving and decision making, including the ability to analyse a situation, identify alternative solutions and make appropriate decisions
Collaboration	A high capacity to lead and work with others in achieving common goals, objectives and outcomes
Continuous Learning	An ongoing commitment to learning and self-development, particularly in relation to Visual Arts and Technologies as well as girls' education

Responsibilities and Expectations

Leadership of Teaching and Learning

- Work collaboratively with the Assistant Principal Pedagogy and Academic Leadership and Learning Leaders to implement new and innovative learning initiatives across the College
- Develop and lead strategies which promote research-based best practice and effectively utilise current and emerging technologies to enhance learning.
- Create a work environment for faculty staff that facilitates high levels of engagement, teamwork and development.
- Lead the quality development of teaching and learning programs within the learning area and ensure common content is aligned across the year level in all subjects and all classes.
- Lead and coordinate the review of curriculum documentation and units of work to ensure alignment with Australian Curriculum and SACE requirements, the authentic integration of Cross-Curriculum Priorities and General Capabilities, and the ongoing currency and relevance of programs.
- Lead and support teachers in implementing differentiated teaching, learning and assessment practices that meet the diverse needs of all learners and maximise student growth and achievement.
- Set agendas and facilitate faculty meetings to:
    - Use a data driven approach to improve student learning outcomes
    - Implement improvement goals for student learning
    - Collaboratively plan, program, assess and moderate student learning using the Australian Curriculum, SACE, and relevant curriculum frameworks
    - Continually monitor and review student texts and resources.
- Provide timely and effective communication to members of the learning area and maintain appropriate records of meetings.
- Monitor results within the learning area to ensure coherence and consistency, and ensure reporting to parents is comprehensive, accurate, and consistent across classes.
- Analyse student data and identify trends for improvement – this includes analysis of NAPLAN data, SACE data, and other data sets in Intellischool Analytics.
- Provide an annual report for the Principal with regards to SACE Results, including strategies and goals for improvement.
- Participate in subject selection processes and course conferencing for students.
- Identify and encourage enrichment opportunities (e.g. competitions, events and activities) relevant to the learning area and work to ensure co-curricular options are available to students and encourage student participation in subject competitions and other extension activities.
- Advocate for and promote the learning area within the community (via such means as Loreto Connect, newsletter, website).
- Prepare and oversee the annual budget for the learning area in conjunction with the Assistant Principal: Pedagogy and Academic Leadership.
- Induct and mentor new teachers in the faculty.
- Monitor, model and support teachers to effectively use Loreto Connect for documenting planning, assessment and recording student achievement in Mark books.
- Provide ongoing coaching, mentoring support and feedback to teachers within the learning area in order to support teachers to set goals and identify strategies for improvement.
- Encourage staff professional development and membership of professional associations.

Personal Leadership

- Know and implement the College Strategic Plan, school policies and other legislative requirements including those that ensure child safety.
- Promote and build a professional learning community culture within the team.
- Utilise the gifts and talents of individual teachers and providing encouraging and affirm opportunities to share practice within the team.
- Contribute ideas and experience to the development of the College's curriculum offerings through regular participation in Learning Leaders' meetings and other forums.
- Engage in professional development opportunities or associations relevant to the learning area, girls' education and girls' learning needs.
- Maintain external network relationships relevant to the profession.
- Model reflective practice and engage in reflective review with the Assistant Principal: Pedagogy and Academic Leadership.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Job and Person Specification

Knowledge and Skills Required

- A demonstrated high level of competency in teaching across Food & Hospitality, Visual Arts or Design, Technology & Engineering
- Exemplary teaching practices, with proven classroom management practices
- Comprehensive knowledge of current educational issues, curriculum frameworks and national standards as they apply to primary and secondary schooling
- Demonstrated ability to address students' varying intellectual, emotional and physical abilities in teaching practice and pedagogy

Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated planning, organisation and time management skills
- Excellent interpersonal skills underpinned by the Loreto values
- Willingness to contribute to the co-curricula program

Essential Qualifications

- Relevant tertiary qualifications and/or experience related to the teaching responsibility required by the position
- Be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board Certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

APPROVAL

Job Description Approved

.....	.....	.....
Print Name	Signature Principal or Delegate	Date

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Print Name	Signature Staff Member	Date

October 2026

Applications

Applications for the tenured position of Head of Creative and Digital Industries Years 7-12 should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Relevant tertiary qualifications and/or experience related to the teaching responsibilities required by the position.
- All applicants must be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board certificate.
- All applicants will be required to undergo a Working with Children check and complete the Responding to Risk of Harm, Abuse and Neglect- Education and Care training and First Aid training. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details, including email address, of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Monday, 9 November 2026