

POSITION DESCRIPTION

Head of Learning Technologies



**MATTHEW
FLINDERS**
Anglican College

JOB CLASSIFICATION

Position title:	Head of Learning Technologies
Reports to:	Deputy Principal – Academics
Employment type and tenure:	Permanent, Full-time (1.0 FTE) Position The role includes a 0.4 FTE teaching component as part of the overall duties.
Department / School:	Secondary School
Location:	Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification pay point:	Agreed rate salary commensurate with experience.
Last updated:	November 2025

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

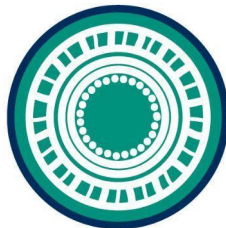
Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Head of Learning Technologies provides strategic leadership in identifying, integrating, and evaluating new and emerging technologies that enhance teaching, learning, and school operations. This role bridges the gap between innovation and implementation—ensuring technologies are introduced with clear pedagogical purpose, staff capability is developed, and systems are sustainable, secure, and future-focused.

The position calls for a visionary educator and technologist who can anticipate emerging trends, foster curiosity, and lead meaningful change through collaboration and practical action. This role involves supporting, coaching, and mentoring staff and students to confidently identify, learn, and apply technologies that enhance design and entrepreneurial projects.

Primary relationships

- Reports directly to the Deputy Principal - Academics
- Works closely with staff in the Technology Services team, Secondary Heads of Department, Secondary Wellbeing Team and Teachers, and the Head of Future Learning and Academic Operations (Primary)
- Liaises with parents and families of students and the community

Main responsibilities

Strategic Leadership

- Develop and lead a school-wide Technologies Strategy aligned with the College's strategic plan and digital learning framework.
- Identify global trends in educational technology, AI, and digital learning ecosystems, and assess their relevance and readiness for school implementation.
- Advise the Principal and Executive on strategic technology priorities, investment, and innovation opportunities.
- Ensure alignment between technological innovation and pedagogical integrity.

Teaching, Leading and Pedagogy

- Partners with the IT Department to enable Schoolbox set up, updates, management, and integrations.
- Leads the on-going development of Schoolbox as a teaching tool that reflects underpinning pedagogies.
- Evaluates new technology requests and initiatives and ensures they will integrate with College IT infrastructure.
- Manages the technology budget, resource allocation and organisation, in collaboration with the Deputy Principal - Academics and the Technology Services department, to enhance the meaningful, efficient and effective integration of contemporary and emerging technologies.
- Actively contributes to the strategic direction of the College's Technology Leadership Team and related working parties and committees to support alignment P – 12.

- Has regular and ongoing engagement with the Head of Technology Services and Innovation and the broader Technical Services department to ensure alignment with educational and strategic priorities.
- Collaborates with the Head of Future Learning and Academic Operations (Primary) to ensure continuity of technology education across year levels.
- Provides programs to educate students and staff regarding cybersafety and care for devices.
- Leads the digitisation of learning materials to support sustainability and a reduction in hard copy content.
- Leads a team of staff to ensure innovation and technology is well-represented within the co-curricular program.
- Provides strategic input to the College Executive as a member of Strategic Planning Groups.

Technology and Innovation

- Supports Heads of Department with use of technology to innovate teaching and learning.
- Supports teachers across all year levels to ensure consistency is maintained throughout MyFlinders and other learning platforms within the classroom.
- Sources, adopts, integrates, and champions current and emerging technologies to support student and staff learning and the provision of contemporary educational pedagogies.
- Plans, co-teaches, teaches, and assesses digital and emerging technology lessons.
- Works alongside teachers to build courses in Schoolbox to allow online self-directed and flexible delivery.
- Support the development and delivery of technology-focused programs and initiatives within the College's co-curricular offerings.

Staff Capability and Culture

- Lead a professional learning program focused on developing teacher confidence and fluency in emerging technologies.
- Mentor and support early adopters and digital learning champions across faculties.
- Build a culture of innovation through pilot programs, innovation grants, or design sprints.
- Communicate complex technological concepts clearly to educators, parents, and students.

Professional Responsibilities

- Model professionalism, integrity, and ethical conduct in line with the College's Standards of Practice.
- Promote a safe working and learning environment, ensuring compliance with Work Health and Safety (WHS) requirements.
- Champion child safety and wellbeing, maintaining appropriate professional boundaries and fulfilling reporting obligations.
- Demonstrate respectful communication, confidentiality, and accountability in all interactions.
- Promote responsible, ethical, and secure use of digital technologies in line with College policies.
- Undertake other duties and responsibilities as reasonably required to support the effective operation of the College.

ABOUT YOU

Person specification

Essential qualifications

- Clearance from a Working with Children Check (Current registration (or eligibility for registration) with the Queensland College of Teachers or Qld Blue Card)
- Relevant tertiary qualifications in education or a related discipline.
- Demonstrated capacity to teach effectively within the Secondary context.
- Current First Aid and CPR certification.

Desirable qualifications

- Postgraduate qualifications in Educational Leadership, Digital Technologies, ICT in Education, or a related field.
- Additional certification or micro-credentialing in digital innovation, instructional design, or educational technology leadership.

Knowledge, experience and attributes

- Demonstrated leadership in integrating learning technologies to enhance teaching and learning outcomes.
- Deep understanding of how digital tools, platforms, and data can enrich pedagogy and student engagement.
- Experience leading innovation and building staff capability across a school or department.
- Proven ability to translate complex technological concepts into practical, classroom-ready strategies.
- Strong communication and collaboration skills, with the capacity to influence and mentor colleagues.
- Demonstrated success fostering a culture of curiosity, creativity, and confidence in technology use.
- Working knowledge of systems such as Schoolbox, TASS, Intelli, and TrackOne, or the ability to acquire proficiency quickly.
- Reflective and forward-thinking educator who models evidence-based practice and continuous professional learning.
- Strategic yet hands-on approach—able to balance visionary leadership with practical implementation.
- Commitment to the College's Mission, Vision, and Values, and to promoting a safe, inclusive, and innovative learning environment.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillingbarr.