COGNITA
THRIVE IN A RAPIDLY EVOLVING WORLD

Role Profile: Head of Digital Learning
Alleyn's Regent's Park

Purpose

The Head of Digital Learning is responsible for leading and developing the school's digital strategy to enhance teaching and learning, ensuring the effective integration of technology across the curriculum. The role also includes KS2 teaching responsibilities, contributing to the planning, delivery, and assessment of an engaging, accessible, and relevant curriculum. Additionally, the role includes leading the implementation and development of the AiQ curriculum, ensuring pupils are equipped with the skills to navigate and direct technological progress in an evolving world.

Key Accountabilities

Digital Learning:

- Keep the school at the leading edge of technology and its application in teaching and learning, fostering a culture of innovation.
- Design and implement a Digital Learning strategy aligned with the school's teaching and learning policy.
- Lead and manage digital learning platforms and initiatives to support high-quality teaching.
- Provide strategic leadership on the use of technology to enhance pupil engagement and achievement.
- Promote best practices in digital pedagogy through staff training, workshops, and professional development opportunities.
- Develop and mentor digital leaders among staff and students to support a whole-school approach to technology.
- Lead the implementation of the AiQ curriculum, ensuring its seamless integration alongside traditional academic subjects.
- Train and support teachers in delivering AiQ courses, enabling them to foster interdisciplinary learning and flexible thinking among pupils.
- Collaborate with Cognita and external stakeholders to establish the school as a centre of excellence in digital learning and AiQ education.
- Ensure compliance with e-safety policies and provide regular digital citizenship training for students and staff.

Teaching and Learning:

- Teach core lessons to KS2, ensuring a high standard of delivery and pupil progress.
- Plan, prepare, and implement an engaging and differentiated curriculum in collaboration with the Head of Year.
- Record, assess, and report on pupils' learning, ensuring their individual needs are met.
- Foster a positive and inclusive learning environment that supports the school's ethos and values.

- Provide timely and constructive feedback to pupils, encouraging them to take ownership of their learning.
- Actively contribute to the wider life of the school, including extracurricular activities and school events.

Training and Development:

- Lead and coordinate digital training and professional development for staff.
- Support subject leaders and departments in embedding technology effectively within their curriculum.
- Act as the main point of contact for digital pedagogy within the school, providing expert guidance and coaching.
- Organise and deliver training on interactive whiteboards, tablets, digital resources, and other relevant technologies.
- Provide structured training and support for staff in the implementation of the AiQ curriculum.

Marketing & Communication:

- Work with the Marketing and Admin teams to enhance communication through digital platforms.
- Showcase digital learning innovations and AiQ initiatives through public events, workshops, and social media.

Pastoral Care:

- Oversee the implementation of ICT Code of Conduct and e-Safety
- Ensure all pupils receive regular e-safety training (liaising with Head of PSHE)
- Develop a strategy for the implementation of pupil devices (not mobile phones) to be used in lessons

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	Good honours teaching degree	Relevant postgraduate qualification
Skills	Inspirational classroom practitioner with experience teaching at KS2. Strong knowledge of digital pedagogy and its impact on learning. Excellent communication, leadership, and organisational skills. Passion for innovation and integrating technology into the curriculum.	Understanding of network management and digital infrastructure
Experience	Experience in interdisciplinary teaching and fostering flexible thinking skills	Experience in leading digital learning initiatives in an educational setting. Experience teaching IT, Computer Science, or interdisciplinary courses at primary or secondary level.
Other	Ability to train and mentor colleagues in the effective use of digital tools and the AiQ curriculum. Commitment to the school's ethos and involvement in wider school life.	

Key Stakeholders:

Internal – Staff, Pupils, Parents, Pre-Preps, Cognita SSC

External – Prospective Parents, Innovation Providers, Educational agencies

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed: ……………………………………………

Name (print): …………………………………..

Date: …………………………………………..