



**Stamford American**  
INTERNATIONAL SCHOOL

## JOB DESCRIPTION

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Head of Digital Learning and Innovation	Reference: Dec23DLI
Function/Department	Digital Learning	Location: Stamford Campus
Manager Name & Title	Deputy Superintendent	
Position Type	Fixed Term	
Position Status	Full Time	

### Position Objective

The Head of Digital Learning is responsible for the strategic planning, implementation, management, and ongoing evaluation of digital learning at Stamford. They co-lead the Digital Learning Team, which collaborates within divisions to support teams, teachers and administrators to help redesign learning in a digital world to inspire, create, and personalize.

This role includes the crafting of both long-term and annual action plans to support school goals, guidance of Digital Learning team members, coordination and facilitation of professional learning with regards to innovation and technology, and consultation with the IT team to ensure overall alignment.

### Responsibilities

**The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be adhered to and will ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

### Strategic Leadership

- Lead and manage all digital learning services in line with the school's mission.
- Prioritize diversity, equity, and inclusion in how technology is used across school programs.
- Collaborate extensively with school leaders, including the Executive Leadership Team (ELT) and Operations Leadership Team (OLT) for the ongoing development, execution and assessment of educational technology in the school's plan.

- Co-lead the Technology Leadership Team to execute annual plans and oversee the school's digital strategy.
- Work closely with the Head of IT and School Divisions to develop and assess short-term and long-term digital strategies aligned with the school's strategic plan
- Lead the design of the digital ecosystem and functionality for all phases of the campus redesign, including Innovation Centre and Maker Space ensuring optimal educational technology opportunities for students and staff
- Ensure that all divisional curricular and programmatic reviews consider education technology
- Provide guidance to academic leadership in enhancing digital learning, and improving practices in curriculum development, pedagogy, assessment, and feedback in fostering innovation among students and staff
- Expand initiatives for parent outreach and education

#### **Administrative Leadership**

- Actively participate in the planning of a comprehensive orientation program to ensure that all stakeholders are introduced to relevant technology and to provide ongoing programs of support.
- Collaborate closely with the Head of IT to ensure that the school's technology infrastructure supports integrating data and management systems and related business office operations.
- Collaborate closely with the Head of IT in the creation and updating of digital policies, including digital safety, device acceptance agreements, responsible tech use guidelines, etc.
- Conduct an annual review to ensure that the school's technology and innovation vision is being met and evaluate the effectiveness of this vision.
- Collaborate with the Head of IT and school divisions to develop processes for evaluation of all existing and new digital platforms, IT tools and programs (databases, programs and applications), apps and subscriptions to identify key performance indicators for evaluating the effectiveness of technology in education and business.
- Use evaluation results to make informed decisions about piloting, implementing, or consolidating technology solutions.
- Provide guidance on the adoption, maintenance, and use of standardized assessment and survey platforms. Ensure that these platforms align with the school's educational objectives and contribute to continuous improvement.
- Monitor data from assessments and surveys to inform decision-making processes.

#### **Learning Leadership**

- Engage with internal and external stakeholders to foster an environment that encourages the creative and interdependent use of educational technology to promote the effective integration of technology in student learning.
- Identify new and emerging educational technologies to support student and faculty learning, growth and development.
- Model effective uses of educational technology, coach and support teachers and other school community members in using technology to enhance student learning.
- Ensure seamless integration of information and digital literacy standards into the curriculum.
- Develop and coordinate digital literacy and digital citizenship scope and sequence across the school.
- Serve as the program lead for TCR (Technology, Curriculum, and Renewal) to ensure alignment across divisions
- Implement the TCR renewal plan.
- Lead the development and interdisciplinary implementation of technology into all aspects of the curriculum.

- Supervise the evaluation of instructional technology programs, including resources, equipment, space, curriculum, services, and usage.
- Coordinate the design, delivery, and assessment of professional development for faculty and staff related to educational technology.
- Represent Stamford in professional conferences in Singapore and the region to further the school stature and reputation

### Position Requirements

- At least 5 years of experience in working with children and preferably leadership capacity within an EdTech or Digital Learning team
- Excellent leadership, communication and collaboration skills
- Excellent interpersonal and time management skills
- Experience using Google Workspace
- Experience working and leading within an Apple 1:1 ecosystem
- Fluency with systems thinking and design thinking
- Curriculum development knowledge
- IB curriculum experience preferred
- Project management experience preferred
- Exemplify the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective
- Demonstrate the Stamford Values – Integrity, Courage, Ingenuity and Compassion

### Qualifications

- Degree in Education
- Master's degree or equivalent in educational leadership / technology integration preferred

### Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

### Working Conditions

- School Environment
- Working hours 8am to 4:30pm, Monday to Friday, with a 5pm finish on Wednesdays, plus occasional staff meetings and trainings
- Annual Leave entitlement of 25 days

### Terms of Employment

- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

**SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.**

**We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability.**

**We welcome applications from all qualified candidates. We regret that only shortlisted candidates will be notified.**