



Director of Data & Innovation

Position Information Document

Position Title	Director of Data & Innovation (R-12)
Employment	Permanent
Position of Responsibility	POR 4
POR Commencement	20 January 2026
POR Conclusion:	20 January 2030
Full Time Equivalent (FTE)	1.0 FTE
Line Release	3.5 Teaching Lines (0.58 FTE)
Line Manager	Head of Senior School

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia Colleges; the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Colleges Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

BROAD PURPOSE

The Director of Data & Innovation provides visionary leadership through the planning and management of a purposeful agenda of change, centred on academic excellence and the incremental raising of teaching standards. The role drives the implementation of contemporary, data collected, evidence-based pedagogical practices that promote excellence in teaching and maximise student learning outcomes.

A key responsibility of the Director is to lead, promote, support, and sustain a dynamic learning and data culture across primary and secondary years. This includes modelling and embedding the effective use of evidence-informed research and robust data analysis to enhance teaching and learning. The Director will play a central role in increasing the data literacy of staff and ensuring data is used meaningfully to inform teaching practice, monitor student growth, and guide curriculum planning.

The role also supports the professional growth of teaching staff, ensuring they remain at the forefront of educational innovation. This includes the design, coordination, and delivery of a coherent professional development program aligned with the College's strategic goals.

The Director Data & Innovation will be a member of the Junior Leadership Team (JLT), Senior Leadership Team (SLT) and combined College Leadership Team (CLT) of Rostrevor College. As such the Director of Data and Innovation will:

- Actively contribute to the Catholic dimension and values of the College.
- Work closely with the Deputy Principal and members of the CLT to maintain the highest standards across all facets of College life.
- Understand, and respond to, current pedagogy and curriculum trends as determined by SACE Board, ACARA and Catholic Education South Australia, College's Strategic Plan and Edmund Rice Education Australia Colleges improvement agenda.
- Work collaboratively with colleagues, parents/caregivers and EREA Colleges and CESA personnel to facilitate student development across the College.

- Be a collaborative, consultative leader, that considers the collective wisdom of other Leaders, peers and staff, using reflective practices to ensure best practice models are always implemented.
- Use contemporary research and the AITSL standards to guide continuous improvement in teaching.
- Be empathetic to the needs of the young people entrusted to their care.
- Promote conditions allowing students to achieve their maximum potential

LEADERSHIP TEAM

Membership in the Junior, Senior, or College Leadership Teams (JLT, SLT, CLT) involves accepting the Principal's invitation to help lead Rostrevor College, with responsibility for its planning and future direction. A core part of these roles is upholding the College's Catholic values.

The JLT, SLT and CLT will contribute to strategic planning, modelling of the College values and professional behaviour as outlined in the CESA & EREA Colleges Codes of Conduct.

As a member of the JLT, SLT & CLT, you will:

- Promote the spiritual life of the College through visible leadership of our Catholic identity.
- Live out the Rostrevor College Vision as detailed in the College Strategic Plan .
- Attend JLT, SLT & CLT and contribute generously and strategically to the workings of the team.
- Contribute to the development, application, review and refinement of the College Strategic Plan and Annual Improvement Plan, and ensure these goals are met.
- Maintain high professional standards, work inclusively with all staff, and model collaborative leadership with appropriate confidentiality.
- Have a working knowledge of College, EREA Colleges and CESA Policies and guidelines and be responsible for the development, implementation and review of Policies and strategies across our community.
- Be willing to present and discuss wider whole school issues at staff meetings or other forums to clarify policies or processes.
- Be actively involved in reviewing policies and communicating concerns and changes to staff as appropriate.
- Show a commitment to further study and professional learning in Religious Education, Faith Development, Educational Leadership, and other relevant fields.
- Work with the Principal to facilitate relevant staff Professional Learning.
- Attend and/or assist with College organisation and attend College functions including but not limited to:
 - Full school events.
 - Enrolment Interviews and College Tours as required.
 - Planning and monitoring of College Calendar events.
 - Staff Interview Panels as required.
 - Student Promotions as required.
 - Production of the Staff and Parent Handbooks.
 - The College Blog.
 - Regular reviews of all College, EREA Colleges, and CESA Policies and Procedures.
 - Community events.
 - Share responsibility for the school when the Principal is absent.
 - Participate in Staff Induction and in Staff Review processes.
 - Camps & Retreats

KEY AREAS OF WORK

Pedagogy/Teacher Development

- Actively research, evaluate, and integrate emerging best practices in pedagogy, with a clear and sustained focus on enhancing classroom instruction and delivering high-impact learning experiences for all students.
- Lead the implementation and continuous refinement of evidence-informed teaching strategies, embedding these practices across the college to drive excellence in learning outcomes.
- In close collaboration with the College Leadership Team, initiate, develop, implement, and review teaching and learning policies that align with the College's strategic vision and academic goals.
- Design, coordinate, and deliver high-quality professional learning programs that empower staff to refine and elevate their instructional practice and data literacy skills.
- Provide instructional leadership by mentoring and coaching staff through professional dialogue, learning walks, and targeted classroom observations that promote reflective practice and growth.
- Strategically plan and deliver ongoing professional development opportunities that support sustained improvement in teaching and learning quality across all year levels and disciplines.
- Facilitate regular staff meetings focused on professional learning, ensuring these forums translate into meaningful curriculum and program improvements at the class, year-level, and whole-school level.
- Promote cross-faculty collaboration through structured professional learning programs, ensuring staff development is integrated, purposeful, and aligned with College-wide priorities.

Data

- Lead a coordinated whole school strategy for data informed improvement
- Facilitate increasing the data literacy of teachers to drive the improvement of teaching practice that leads to improved student outcomes and to guide curriculum planning.
- Be responsible for the analysis of student data, monitoring and interpreting patterns of improvement/regression and use this to inform the Faculty Leaders about improving teaching practices.
- Ensure integration of academic, wellbeing and engagement data from multiple platforms, including but not limited to SEQTA, PAT, NAPLAN, Power BI and College Based Assessments.
- Lead the curation of formative and summative assessments that provide teachers and Leadership with user-friendly, robust information about student progress and instructional next steps.
- Guide leaders in setting measurable improvement targets, monitor progress and evaluation of programs and intervention.
- Coordinate the preparation and submission of required data reports for EREA Colleges, CESA, and other external agencies.
- Scan for and trial emerging tools, technologies and methodologies that may enhance data use, including AI predictive modelling, and learner analytics, in alignment with ethical and pedagogical standards.
- Maintain dashboards that are accurate, regularly updated, and support both strategic planning and day to day instructional decisions.
- Support alignment between data-informed strategies and the ACER School Improvement Tool, and other key system priorities.

Strategic Direction and Development

- Contribute to the leadership, development, and implementation of the College's Strategic Plan, ensuring alignment with key priorities outlined in the College's Annual Improvement Plan.
- Leverage data to promote a culture of high expectations, inclusive learning and student agency, consistent with the College's Strategic Plan.
- Strengthen the strategic capacity of college leaders by fostering a culture of innovation, reflective practice, and continuous improvement with a focus on maximising learning growth and achievement for all students.
- Lead the development of a shared understanding of innovation and educational change, supporting staff to navigate and embrace developmental processes that enhance teaching and learning.
- Partner with the Director of Teaching and Learning and Inclusion Team to build staff capability in delivering differentiated, scaffolded, and inclusive learning experiences that meet the needs of all students.
- Collaborate with College Leadership Team to strengthen data literacy and deepen capacity in data-informed decision-making, enhancing both teacher performance and student outcomes.
- Ensure that College Leadership Team and Heads of Faculty maintain deep content knowledge and pedagogical expertise in their areas of responsibility and actively support their ongoing professional growth.
- Monitor and evaluate the work of faculties and individual staff, ensuring meaningful, data-informed evaluative reports are produced to track progress towards annual goals and strategic priorities.
- Ensure a consistent, developmentally appropriate pedagogical approach is employed across departments to support high levels of student achievement.
- Engage staff at all levels in generating new ideas, fostering innovation, and contributing to a collective culture of aspiration, excellence, and educational renewal.

Leading and Managing Staff

- Participate in the recruitment, induction and professional learning of new staff and provide monitoring and support as required.
- Ensure a School-wide focus remains on pedagogy.
- Attend Heads of Faculty team meetings and make regular contributions to these meetings; and meet regularly with key educational leaders.
- Provide targeted coaching and support to teams and individuals to guide professional practice and judgement.
- Work with Staff to ensure the effective professional development and assessment of newly qualified and experienced teachers, and ensure support is provided to enable them to meet expected professional standards.

POSITION OF RESPONSIBILITY REQUIREMENTS

- Ensure staff are aware of and follow WHS policy and procedures described on Complispace
- Participate in training designed to support their responsibilities
- Ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work
- Encourage the formal reporting of hazards and incidents arising in the workplace
- Inform School Leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control
- Respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health, e.g. conflict between staff, bullying, harassment, and violence
- Participate in workplace inspections, incident investigations and other WHS activities on request

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Development Program including periodic review.

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- Relevant certifications or registrations required for the safe and effective execution of the role.
- Be aware of, and comply with, clearance, compliance and screening procedures for employees, volunteers and contractors.

WORK HEALTH & SAFETY

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 your own health and safety
- 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 to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.