Holy Cross College offers a Catholic education from Pre-Kindergarten – Year 12. The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College Patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of the LIFE Pillars (Learning, Inter-Relationship, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of digital technology to redefine learning. The College is also recognised as an Apple Distinguished School. The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

The Digital Systems Coordinator is a significant leadership role at the College, leading a team of staff to maintain and develop high quality digital systems and Information and Communications Technology (ICT) to support to the College community. All members of College leadership play a key role articulating and giving witness to the Vision and Mission of the College and in providing leadership in all areas of the LIFE Pillars. The Digital Systems Coordinator has particular leadership responsibilities for inspiring the Digital Systems team to be service orientated with a focus on innovation and learning at the heart of all decisions and processes.

Leadership at Holy Cross College is guided by the following documents:

- Bishops of WA Mandate for Catholic Schools
- College Vision and Mission
- Evangelisation Plan
- College Vision for Learning

Learning

Support Staff at Holy Cross College will:

- adapt to new situations and learn new techniques
- maintain an active interest in Information and Communication Technology
- keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same
- maintain personal responsibility to improve professional qualifications
- complete Accreditation to Work in a Catholic School in the required time
- maintain ongoing renewal of their Accreditation to Work in a Catholic School
- support staff, students and parents with access to and use of College resources
- respect and support the learning and development of staff in all areas of the College
- focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff

Inter-relationships

Support Staff at Holy Cross College will:

- be warm, welcoming and maintain a friendly disposition
- enjoy helping others and maintain a high level of interpersonal skills with a commitment to life-long learning
- maintain a high level of interpersonal, written and oral communication skills
- work independently and as part of a team
- use initiative to work effectively, whilst maintaining high standards and maximum output with limited supervision, particularly under pressure
- be well-groomed, well-spoken and familiar with protocol and etiquette
- actively engage in the pastoral care of students
- interact with staff, students and families in professional but pastoral ways
- treat all information as confidential
- encourage high expectations of service, choices and manners through example

Faith

Support Staff at Holy Cross College will:
- demonstrate a commitment to the objectives and ethos of Catholic Education
- actively witness to Gospel values in the performance of all areas of duty
- proclaim the Gospel value of the value and dignity of each person in relationships with students, parents, staff and others related to the College
- have an understanding of the Catholic ethos and give witness to the Catholic faith to our students
- live and act in a way that respects the beliefs and practices of a Catholic community
- lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds
- participate actively in the sacramental, liturgical and prayer life of the College
- promote and support strong and meaningful connection with St Helena's Parish

Enrichment

Support Staff at Holy Cross College will:

- recognise ongoing change in the relevant industry outside of the College through self-development in contemporary practice and technological developments
- actively engage in personal, spiritual and professional learning
- be willing to positively share time, energy and talents in support of the ongoing life of the College
- abide by all College Policies and Procedures

Specific Responsibilities

- Ensure student learning is the driver of all ICT decisions and projects.
- Responsible for overall digital systems administration as required
- Oversees and directs the Digital Systems Team including the Systems Administrator and the ICT Support Officer
- Oversight for all College digital systems and ICT infrastructure
- Through liaison with the College Leadership Team, plan for, develop and implement digital and ICT infrastructure systems including management of projects to ensure the goals of the College are met. This includes supporting learning requirements and administrative operations
- Provide advice to the College Leadership Team on digital systems and ICT issues, planning and purchasing
- Assist in maintaining the asset registry
- Oversee the development and maintenance of College web-based portals as well as the maintenance of external College web presences in conjunction with other administrative staff
- Through consultation with the Deputy Principal; Enrichment, develop teaching & learning, administrative systems and software for the College
- Assist staff members with communication of ICT projects to the wider College community along with the development of Professional Learning opportunities for staff

- Oversee the induction of new College staff members into the range of technology and communications facilities offered for staff at the College
- Maintain relevant documentation along with online ICT Support systems
- Meet with the Deputy Principal: Enrichment on a regular basis for the purposes of the on-going administration of ICT systems, software, budgets & staffing
- Consult with the Deputy Principal – Enrichment for the expenditure of money allocated for the administration of ICT along with any ICT-specific funding for additional projects
- In consultation with the Deputy Principal - Enrichment, develop and maintain the annual ICT capital and operational budgets and ensure that expenditure remains within financial restrictions.
- Maintain current and future software requirements and licensing agreements
- Oversee relationships with vendors for service and support of all information systems and technologies. Ensure changes and issues are documented
- As directed by the Business Manager, complete ICT works associated with College builds
- Through consultation with College community members, plan for the improvement of ICT systems to ensure that future goals can be met through effective implementation that minimise costs and mitigate risks.
- Develop and plan for improved interoperability between College systems to improve efficiency and delivery of key information to College community members and wider governing bodies
- Oversee research and development projects to identify innovative solutions and improvements to current processes
- Oversee and assist the College Leadership with the use of administrative systems, suggesting and implementing solutions as required
- Other duties as requested by the Principal or their delegate