**Beechcliffe School**

**Outline Job Description**

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| **Post Title:** | **ICT network technician with Teaching responsibilties** |
| **Post Ref:** | **September 2021** |
| **Grade:** | **Band 8 scp 17 - 22** |

**Generic Introduction:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Beechcliffe School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Beechcliffe Schoolis committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Prime Objectives of the Post:**

To be the lead person for the management, maintenance and development of all ICT equipment and the provision of technical advice and support for ICT curriculum related activities together with in house development and support for teaching and learning.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Progressing pupils learning in a range of classroom settings, delivering computer lessons at entry level; including working with individuals, groups of pupils or whole classes where the assigned teacher is not present (e.g. during PPA time or covering short term absence). This may involve planning, preparing and delivering activities as well as monitoring pupils, assessing, recording and reporting on pupil achievement, progress and development.

To take responsibility for the implementation of learning activities / work programmes under an agreed system of supervision with individuals/ groups, in or out of the learning environment. This will include assisting the teacher in the whole planning cycle and the management/ preparation of tasks/ resources.

**Knowledge and Skills:**

*(See Personnel Specification)*

**Effort Demands:**

* Will contribute to the overall ethos/work/aims of the school.
* Will appreciate and support the role of other professionals.
* Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

**Responsibilities:**

* To install new software and hardware
* To secure security codes and ensure the safe set up of new equipment
* To set up equipment such as laptops, data projectors, interactive whiteboards, sound systems and other specialist ICT equipment, ensuring that systems are ready for use and operating correctly.
* To deliver hardware and resources to work areas and classrooms as required.
* To assist in creating a structured approach to rolling out new hardware or software, including procurement, testing and assessing the needs of user training.
* To work to and give guidance to others on the ICT acceptable use policy.
* To develop a maintenance schedule for all computer hardware, software and networks, and ensure that it is followed.
* To detect, diagnose and resolve most PC, printer and device faults
* To ensure school policy on staff and pupil access to data and files is implemented.
* To provide advice, guidance and assistance to teachers, pupils and other members of staff on developing their use of ICT in school.
* To produce material and equipment required for teaching as requested, including printing, downloading of support material, work sheets and help sheets.
* To identify software, hardware and working practices required to fulfil the functional specification as defined by school staff.
* Ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements
* Maintain an up-to-date inventory of ICT software and licenses in school.
* To be responsible for an efficient stock control system and associated records. Order equipment and supplies to secure best value for goods and services.
* Provide management information as required
* To actively promote the equalities and diversity agenda in the workplace and in service delivery.
* To be familiar with customer care, data protection and health and safety policies and raise awareness amongst staff and pupils
* To keep abreast of current hardware and software developments and provide advice on the best product for a given task
* To attend and participate in meetings within the school as required
* To work flexibly and undertake other duties of an equivalent nature that may be required by the head of the department from time to time.

**environmental demands/Working Conditions:**

* Will have long periods of sitting or standing.
* Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
* Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
* The post holder may occasionally be subjected to antisocial behaviour from members of the public/parent’s/site users.
* This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
* Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

* They can express themselves fluently and spontaneously with minimal effort and,
* Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other considerations**

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

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|  | **ESSENTIAL (E)/DESIRABLE (D)** |
| **Experience:** | * Experience of supporting Windows desktop and server systems and managed network environments * Working in an ICT support environment to defined service levels and targets * Implementing solutions based on user or customer requirements * Experience working on projects as part of a team. * Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level * Experience of working in a team situation. E * Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. E * Experience of working with pupils with additional educational needs and more able special educational needs. D * Experience of working in a relevant discipline. E * Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level |
| **Qualifications/**  **Training:** | * Qualifications to GCSE level or above or equivalent E * Grade C or above in English and Maths or equivalent D * Prepared to undertake further training as determined D * GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. E * Level 4 NVQ for Teaching Assistants or equivalent qualification or other relevant experience D * Other relevant qualifications relating to the post e.g. Level 4 NVQ in Health/Childcare, first aid qualification. D   Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc. D |
| **Knowledge/ Skills:** | * Will possess a full and in depth working knowledge of the School’s relevant policies/procedures/codes of practices with an outline understanding of relevant legislation. D * Will have in depth knowledge of the policies covering their service area. E * Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies. D * Excellent organisational and problem solving skills with the ability to work proactively and independently. E * Excellent communication skills. E * Enhanced advisory, guiding, negotiating and persuasive skills at a developed level. D * Excellent numeracy/literacy skills. E * Excellent ICT skills. E * Ability to use relevant equipment/resources. E * Ability to self-evaluate learning needs and actively seek new learning opportunities. D * Ability to understand classroom roles and responsibilities. E * An understanding of the needs of a multicultural society. E * An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. D * In depth knowledge and practical experience of behaviour management. D * Knowledge and commitment to schools Equality policy. E * In depth knowledge and practical experience of Health and Safety requirements. D * In depth knowledge and practical experience of child protection. E * Ability to relate well to pupils and adults. E * Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience. E * Ability to remain calm under pressure; prioritising conflicting demands. E * Demonstrate a commitment to working with children of the relevant age. E * Demonstrate good co-operative, interpersonal and effective listening skills. E * In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers. E * Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. E * Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. E * In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level E |

**OFFICE USE ONLY:**

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| **Compiled by:** | Zahra Anwar |
| **Date of Issue:** | May 2016 |