**Killinghall Primary School**

**Outline Job Description**

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| **Post Title:** | **ict coach/technician** |
| **Post Ref:** | **ict coach/technician** |
| **Grade:** | **SO1, Band 8 scp 17 to 25** |

**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. Killinghall Primary is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. Killinghall Primary is 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 support the children in becoming e-confident learners by working collaboratively with teaching staff and learning teams.
* To prepare, plan and deliver (independently or alongside other staff) appropriate ICT curriculum provision.
* To support the daily maintenance and development of technical systems, including, networks, hardware/software in partnership with the school's technical support provider.
* To provide specialist support in a specific curriculum/resource area, including preparation, and maintenance of resources and support to staff and pupils.
* May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**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:**

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

To take delegated responsibility for the supervision of pupils and TA's under your discretion and students on work experience, trainees, and voluntary helpers with whom the postholder is working.

**SUPERVISION AND GUIDANCE:**

To work under the guidance of senior staff.

**RANGE OF DECISION MAKING**:

* To make decisions using initiative where appropriate within established working practices and procedures.
* The postholder will be expected to use good professional common sense and initiative in all matters relating to:

the conduct and behaviour of individuals, groups of pupils and whole classes

the correct use and care of materials by individual and small groups of pupils

the safety, mobility (if required} and hygiene and wellbeing of the pupils.

* Advises the person designated by the Head of the respective school on stock requirements, repair and replacement priorities.

**RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

* To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
* To be responsible for the care of all equipment and materials, within the classroom/designated area of the school in conjunction with other members of staff.
* Ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements
* The provision, use and secure storage of equipment and materials prepared by the post holder and used by the children with whom the post holder is working.
* To maintain the inventory of all hardware and software for both the curriculum and school administration networks.

**SUPPORT FOR PUPILS**

* Use specialist skills/training/experience to support pupils
* Take a lead role in preparing, planning, assessing and delivering (independently or alongside other staff) appropriate ICT curriculum provision.
* Provide feedback to pupils in relation to progress and achievement in Technology.

**SUPPORT FOR THE TEACHER**

* Create and maintain a purposeful, orderly and productive working environment
* Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
* Be responsible for maintaining records, information and data, producing analysis and reports as required.
* Promote and ensure the health and safety and good behaviour of pupils at all times.
* Assist in the development of lesson/work plans, administration of coursework, work sheets etc.
* Contribute to planning, development and organisation of systems/procedures/policies.
* Undertake marking of pupils work with specialist area and accurately record achievement/progress where appropriate.

**SUPPORT FOR THE CURRICULUM**

* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
* Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
* Demonstrate and assist in the safe, secure and effective use of specialist equipment/materials.
* Implement agreed work programmes/practical lessons under the guidance of the teacher 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.
* Provide specialist advice and guidance as required.
* Manage and liaise with the office on school lCT licences.
* To install new software and hardware.
* 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.

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* To work to and give guidance to others on the ICT acceptable use policy.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Establish professional constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Attend and participate in regular meetings where requested.
* Participate in training and other learning activities and performance development as required - providing training where appropriate.
* Implement planned supervision of pupils out of lesson time’s e.g. clubs/extra­ curricular activities.
* To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
* To be familiar with customer care, data protection and health and safety policies and raise awareness amongst staff and pupils.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Seek and support CPD for yourself and others.

**OTHER SUPPORT**

* To secure security codes and ensure the safe set up of new equipment
* To develop a maintenance schedule for all computer hardware, software and networks, and ensure that it is followed.
* To manage the structure of the school intranet and internal systems and contribute to their development of other e-learning solutions.
* To detect, diagnose and resolve most PC, printer and device faults
* To maintain electronic mail; accounts and implement where appropriate
* Receive and check deliveries and associated invoices
* Provide management information as required

**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/parents/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 managed network environments **E** * Experience of supporting server systems.**D** * Working in an ICT support environment to defined service levels and targets **E** * Implementing solutions based on user or customer requirements **D** * Experience working on projects as part of a team. **D** * Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level **E** |
| **Qualifications/**  **Training:** | * Qualifications to GCSE level or above or equivalent **E** * Grade C or above in English and Maths or equivalent **E** * Prepared to undertake further **training** as determined **E** |
| **Knowledge/ Skills:** | * Extensive knowledge of a range of applications and software commonly used in school **E** * Experience of using schools Intranets **D** * Windows desktop deployment techniques **D** * Network support and management including configuration of managed network devices **E** * Wireless network configuration and support **E** * Configuring security technologies around windows systems, wired and wireless networks **E** * High level skills in Microsoft Office **E** * Experience of website maintenance and technical development **E** * A knowledge of current web technologies **D** * Ability to manage a complex workload **E** * Ability to communicate effectively across all levels and through all channels **E** * An ability to use existing skills and knowledge as well as quickly grasp a new technology or system **E** * Ability to work effectively with other members of staff up to management level **E** * Ability to work as part of a team to deliver ICT projects **E** * Ability to work quickly and methodically to resolve issues in high pressure situations **E** * In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level **E** |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Headteacher Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair of Governors Date \_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY:**

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| **Compiled by:** |  |
| **Date of Issue:** |  |