



JOB DESCRIPTION

Job Title: First Line IT Technician
Supporting and Delivering Learning in Computing and curriculum

Responsible to: Computing Leader

Grade: Scale 5, Spine Point 22 Pro Rata

Main Purpose

Responsible for the day to day running of the school's Information Technology infrastructure. To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

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Main Responsibilities and Duties

Support for the Infrastructure

- Maintain the upkeep of the school's network
- Install, order and maintain software and hardware
- Provide technical support to the school community
- Run diagnostics and respond
- Maintain hardware peripherals e.g photocopyers, printers, external drives, touch screen devices
- Monitoring supply levels and placing orders
- Liaising with school suppliers

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for Teachers

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS1 and KS2, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Be responsible for the provision of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Attend and participate in relevant meetings both during and after the school day as required
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

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Person Specification

<p>Experience Essential</p>	<ul style="list-style-type: none"> • Experience of maintaining IT networks • Experience of working with a range of people as part of a large team
<p>Desirable</p>	<ul style="list-style-type: none"> • Experience of working with children of relevant age in a learning environment
<p>Qualifications/Training Essential</p>	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths • Specialist skills/training and qualifications in computing.
<p>Desirable:</p>	<ul style="list-style-type: none"> • A Level qualification in computing or equivalent • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
<p>Knowledge/Skills Essential</p>	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Knowledge of operating systems, networking and hardware • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Constantly improve own practice/knowledge through self-evaluation and learning from others
<p>Desirable</p>	<ul style="list-style-type: none"> • Knowledge of hardware and software commonly used in schools eg Scratch, Beebots, 2 Simple Suite • Good understanding of child development and learning processes
<p>Attributes</p>	<ul style="list-style-type: none"> • Effective communicator • Demonstrate a passion for IT • Ability to motivate children and adults and work as part of a team • Ability to work alone or as part of team • Effective in organising and managing your time • Flexible • Dependable • Self- motivated
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.