

JOB DESCRIPTION



Job Title:	ICT Leader	Job Ref:	XS 228
Job Family:	ICT		
Location:		Grade:	Dorset Grade 9
Reports to:			

Main job purpose

1. To play a pivotal role in the use, integration and developments of ICT within the school, including cloud based learning, website development, local network support.
2. To support and transform effective teaching and learning through effective use of ICT throughout the School.
3. To deliver training and consultancy in other schools to support their use of educational ICT resources.
4. To support effective data management administration in the School.

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Main responsibilities and duties

9. To be responsible for the running of the school's ICT Network and resources, including hardware, software, cabling and liaison with contractors.
10. To install, repair, replace and configure component, peripherals and software for user devices and network environment as necessary.
11. To provide advice, training and support to users (staff and students) on hardware and software related issues, and on the use of the network (both onsite and cloud based), school policy standards, guidelines and conventions and to undertake relevant risk assessments related to the area of work.

12. To advise on networking issues and lead management of the school networks (and other ICT resources), including broadband, support and maintenance.
13. To ensure that an inventory of all computer hardware and software is maintained electronically, that licensing requirements are adhered to, and that the location of all items is recorded.
14. To regularly review and update disaster recovery plans, and ensure that all educational administration details (Username / Passwords) are catalogued and retained in a safe location, accessible to senior management if required.
15. To obtain and retain securely the signed agreements of staff/students/parents as appropriate, relating to the use of ICT equipment in accordance with school policy. To be responsible for all security issues relating to the use of network computers and report on general and specific system use.
16. To attend seminars, workshops, conferences, and/or exhibitions relevant to ICT use and development as required.
17. To maintain the current knowledge of ICT developments and applications, disseminating information within the school, as appropriate.
18. To be responsible for ordering computer consumables within agreed budgetary limits, approving purchases, and managing the ICT network budget, as appropriate.
19. To oversee the development of cloud based environments, the school website and intranet pages.
20. To supervise and train Teachers and Support Staff with the use of ICT equipment, hardware and cloud based programs and games.
21. To lead in workshops for parents and Governors on the use of ICT in the school, including online safety.
22. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
23. To work alongside the Headteacher in setting up, promoting and delivering educational consultative services that can be offered to other educational establishments.
24. To provide training and support for schools who buy a consultative package.
25. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision & management

26. The post holder will be required to direct system personnel and technicians as appropriate.
27. There will be a high degree of training fellow employees. Work will regularly include advising and providing instruction to staff both in the home establishment and to those purchasing traded services. The training will often also involve follow up evaluation of progress, prior to ongoing training being scheduled.

28. Provide direction to external contractors as required in a supportive and technical nature.

Resources

29. Allocated ICT Hardware, Software and peripherals in regards to the direct area of work.

30. Reasonability for a range of equipment throughout the school site, and the ongoing maintenance, to ensure solutions are robust and applicable to a learning environment.

31. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.

Working Environment

32. Works in classrooms and Office, with lengthy periods of concentrated mental attention and occasional interruptions.

33. Constant use of ICT equipment.

34. Occasional lifting and transporting of computer hardware.

35. Occasional traveling demands to events / training in support of the role.

Contacts & relationships

36. The post holder will have contact as follows:

- Regular contact with Office Support Staff, Teachers and students, providing ongoing technical support in regards to the operation of onsite IT systems.
- Regular contact with staff and students from other educational establishments in regards to consultancy / training traded services.
- Regular contact with external solution providers.
- Ensuring a good level of communication and support is retained with IT Services at Dorset County Council and throughout the Dorchester Area Partnership.
- Contact with external training providers for both the delivery of additional training within the school, but also the promotion of internal traded services which could be delivered through external training providers to other establishments.
- Communications with other technical suppliers/contractors to benchmark services and to ensure the school are obtaining value for money and the required service levels expected from the market.

Work Demands

37. An ICT background is essential, together with good organisational and interpersonal skills.

38. Ability to communicate technical knowledge, to solve problems and to determine priorities is also essential.

39. A wide knowledge and experience of hardware (user devices and network infrastructure), software, and management solutions applicable to an educational environment.
40. Should have a high level of literacy and numeracy skills for the development and delivery of traded services.
41. Theoretical and practical knowledge of both a technical support nature, and classroom delivery of curriculum subjects through the alternative mediums, such as gaming.
42. Should have experience of working within the classroom environment, supporting a wide range of learning through a varied number of different user devices.
43. A professional qualification in a relevant subject area would be preferred.
44. The work involves a high degree of technical competence and experience in the use of ICT hardware and software, networks, use of the internet, design of web pages and intranets, installation, servicing, repairs etc in order to provide the best and most cost effective solutions to teaching and administration needs.
45. A creativity approach is required to overcome new educational barriers and provide educational IT solutions which will engage learners and inspire learning.
46. Provide / develop a creative and dynamic training programme for both educational staff and pupil for direct or indirect delivery within the classroom. Develop the use of gaming as a platform for supporting all areas of the curriculum, evaluating the impact such technologies have outlining trends.
47. The postholder is required to provide advice to the school's senior management on development issues affecting ICT and to propose and implement high level solutions to ICT problems.
48. Decisions will include making judgements about best and most cost effective ways of solving hardware and software problems, network use, long term maintenance and replacement policies involving significant financial expenditure, providing advice to senior management on ICT policy issues.
49. Further decisions will include the content and direction of the traded service training programme and the most appropriate delivery methods (Onsite/ Electronic delivery).

Progression in Post (if applicable)

Job description prepared by: Pay & Reward Team

Designation:

Date: June 2016