

JOB DESCRIPTION

Post Title: Primary ICT, computing and e-learning consultant	Director/Service/Sector: Education and skills service, Wellbeing and Community Health Services Group		Office Use
Grade: Soulbury Point 10 (+3SPAs)	Workplace: Ashington Town Hall		JE ref:
Responsible to: ICT and e-learning Adviser	Date: 21.6.18	Manager Level:	HRMS ref:
Job Purpose: Raising standards and improving quality in Education, through support for and development of. ICT, computing and e-learning			
Resources	Staff	None	
	Finance	This post has no direct financial control but the postholder will be expected to commission specific resources for children and young people and ensure value for money	
	Physical	Resource materials	
	Clients	Headteachers and teachers in school	
Duties and key result areas:			
▪ Play a key role in the delivery of the e-learning and ICT SLA's to Primary phase schools through: - o Providing training, support and consultancy to schools on e-learning, computing and ICT - o Act as a dedicated consultant to a group of schools, negotiate and deliver bespoke training and support packages to individuals and schools - o Be able to work with schools across the age range but demonstrate expertise with ICT, computing and e-learning in the First school and the Primary sector - o Develop the wider use of Northumberland ICT resources with schools - o Supporting the deployment and management of online services including School360 and associated learning content and provide training on these resources - o Providing training and support linked to the management and deployment of iPads - o Monitor and provide detailed e-safety reports on school's use of ICT networks ▪ Provide advice to the LA and schools about the implementation of ICT and e-learning ▪ Assist the LA in monitoring progress in schools of ICT and the e-learning strategy ▪ Contribute to the development, monitoring and evaluation the e-learning across the County ▪ Work as a member of a multi-disciplined team when required. ▪ Contribute to the raising of standards in teaching and learning through the effective use of ICT. ▪ Successful applicants must be flexible and be prepared to visit national and regional venues for meeting. This may involve some overnight stays and occasional work in the evenings, at weekends or in school holiday time.			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
Work Arrangements			
Transport requirements:		The work involves the need to visit settings, schools and other venues throughout the county on a regular and routine basis.	

Working patterns:	The post requires the holder to demonstrate that they work for 1665 hours per year. Holidays cannot be taken during the school term time dates.
Working conditions:	The post requires office based working, working in settings and schools and when appropriate working at home. The post requires a significant amount of time sitting when driving between settings, schools and sites. In addition working within the office, settings and schools may require sitting in a constrained position. It may be necessary to transport resources and other materials for courses.

Northumberland

Northumberland County Council

PERSON SPECIFICATION

Post Title: ICT, computing and e-learning consultant		Director/Service/Sector: Education and skills service, Wellbeing and Community Health Services Group	Ref:
Essential		Desirable	Assess by
Knowledge and Qualifications			
Qualified teacher status		Degree or equivalent. Post graduate qualification.	A
Knowledge and experience of teaching computing in the Primary phase and successfully using School360 with children.		Knowledge and experience of using the wide range of Northumberland digital resources and content	i r
Experience			
Successful teaching experience with Primary phase pupils.		Evidence of professional development in ICT and e-learning.	A
Evidence of effective support for the professional development of other teachers.		Successful teaching experience in Primary.	r
Evidence of the promotion and development of ICT, computing and e-learning in school.		Leadership role within school. Experience of delivering support and training to teachers in other schools.	
Skills and competencies			
Ability to work with pupils and staff in Primary phase and Special schools.		Ability to support and advise teachers in various subject areas with regard to the use of ICT to support teaching and learning.	A
Knowledge of current theory and practice in relation to teaching and learning with ICT including using ICT across the curriculum and teaching computing.		Ability to work creatively with ICT and develop the role of e-learning within the curriculum.	i r
Ability to work independently and as a member of a team.			
The ability to share knowledge and expertise with colleagues in a manner relevant to the circumstances of a particular school.			
Physical, mental and emotional demands			
The ability to support and motivate pupils and colleagues.		Evidence of aspiration for students at all levels of attainment.	I
The ability to work co-operatively and sensitively with a range of clients and colleagues.			R
Other			
Ability to meet the transport requirements of the job.			I

Key to assessment methods: (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits