JOB DESCRIPTION

Job title: ICT Teacher with elements of ICT Technician

ICT Teacher

Main Responsibilities:

Teaching and learning

To implement and deliver an appropriately broad, balanced, relevant and differentiated

curriculum for ICT and Computing to students age 13 – 16, including Functional and eventually GCSE ICT.

To monitor and support the overall progress and development of students.

To facilitate and encourage a learning experience which provides students with the

opportunity to achieve their individual potential.

To contribute to maximizing of student attainment.

To share and support the school's responsibility to provide and monitor opportunities for

personal and academic growth.

Planning

To assist in the development of appropriate schemes of work towards selected ICT and

computing syllabuses. To develop teaching resources, schemes of work, marking policies and

teaching strategies in the curriculum area.

To contribute to the curriculum area and department's development plan and its

implementation

To ensure department documentation and practice in relation to Health and Safety is in place and adhered to.

To assist in the process of curriculum development in ICT and Computing so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's ethos.

To ensure that the equipment is in good working order and suitable for teaching use.

<u>General Duties</u>

Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enhancement, including extra-curricular activities and off-site visits.

Support other members of the curriculum area and students as appropriate.

Review your own professional development and maintain professional standards.

Carry out any other such duties as the post holder may reasonably be required to do.

Assist in the delivery of ICT Safety, including all aspects of e-safety

Knowledge

Excellent subject knowledge

A full awareness of the current issues relating to the developments of teaching ICT in schools

Experience

Teaching experience at secondary level is desirable

Qualifications

Appropriate qualifications for the post

Personal Attributes

Enthusiasm and passion for ICT and the ability to convey this to pupils

A reflective practitioner; ability to self-appraise and manage continuous professional self-development

This post may also entail elements of assisting our ICT Technician

To provide day-to-day ICT support for staff and students.

Liase with the School staff to identify, prioritise and resolve all ICT support and service requests

Responsibilities may include assisting with:

Carry out routine maintenance of all computer hardware and network services to maintain agreed availability.

Respond to and resolve ICT faults and requests through onsite visits and remote support tools, to achieve agreed service levels.

Install and configure approved computer hardware and licensed software, following agreed policies and procedures.

Maintain up-to-date hardware and software inventories to ensure legal and financial compliance.

Manage staff and student user and email accounts following agreed policies and procedures.

Monitor server back-ups to ensure system and user data is protected and secure.

Monitor ICT (physical and network) security and report any risks or incidents to the School and SMT

Maintain site documentation to ensure accuracy of information.

Set up projectors and other classroom ICT facilities.

Maintain the internet filtering equipment and policies.

Maintain printers

Produce short and long term development plans

Obtain quotes and costing from internal and external suppliers

Maintain examination laptops and prepare them for students.

Any other reasonably requested duties.

Person Specification:

Skills

Excellent customer service skills

Good communication skills, including written and verbal interpersonal skills.

Self-motivation, effective time management and the ability to work unsupervised.

Must be able to use initiative and work under pressure

Ability and willingness to learn new skills and methods.

Have the ability to think creatively and problem solve

Technical skills

Windows Operating System.

Exchange Server.

Microsoft 365

Active Directory and Group Policy.

DNS/DHCP, LAN/WAN, xDSL, VPN.

Desktop and application troubleshooting.

Server and desktop virtualisation solutions.

Telephony systems.

Server Backup Technologies

Windows Security and Permissions configuration.

SharePoint/OneDrive

Engage MIS

Job Summary

Working hours: 08.00-16.00 Monday to Friday (term time) 09.00-17.00 (holiday time), plus preparation, meetings and school

events outside these hours, as required.

We currently work a 39 week teaching year.

Annual leave: 50 Days plus bank holidays, School holiday dates, less inset days and other dates set by the school. In total you will be expected to work 15 days during school holidays, this can be carried out when ever you wish, however there may be some compulsory staff training days during these holidays.

Contract type: Permanent full time.

Probationary period: All new teachers to the school are subject to up to 6 months.

Start date: September 2019

Salary: £26,000 per annum depending on experience and willingness to work towards PGCE/Cert Ed.

Application process

To apply for this role you will be required to complete an application form accompanied by your

current CV.

Delta Independent School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

Delta Independent School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.