

JOB DESCRIPTION Assistant Headteacher – Learning Technology

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| Job title: | Assistant Headteacher |
| Responsible to: | The Headteacher and Governing Body of the school |
| Salary | L10-L15 |

Main purpose of the job

1. To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document **including the conditions of employment for Assistant Headteachers**
2. Ensure the School remains at the forefront of technological innovation
3. Facilitate the integration of educational technology across the curriculum including innovation through remote learning
4. Support teachers in using technology effectively in all aspects of teaching and learning
5. Coordinate the maintenance of our IT infrastructure and digital inventory
6. Coordinate the delivery of E-safety, Digital Literacy and Computing as part of our wider curriculum with the goal of addressing the needs of 21st century learners

Duties and Responsibilities:

Shaping the future

- Support the school in creating technology-rich innovative learning spaces including playing a key role in the design of proposed new school buildings
- Develop and implement a shared vision for the integration of technology through collaboration with our Governors and all staff teams
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Participate as required in the selection and appointment of teaching and support staff

Developing self and working with others

- Model the use new technologies, coaching teachers and pupils
- Deliver relevant CPD to our school team
- Keep fully up to date with current practice by reading widely and engaging with personal CPD
- Model, support and promote digital citizenship including education for pupils, teachers and parents
- Promote a culture of inclusion within the school community where all views are valued and taken account of
- Support the induction of staff and students new to the school
- Work closely with the head teacher in ensuring an appropriate programme of appraisal for all staff, in line with the school improvement plan and appraisal outcomes

Managing the organisation

- Manage the SLA with Crossover Solutions (provide our tech support)
- Ensure that our educational technology resources are well organised, fit for purpose and meet day-to-day learning needs
- Ensure relevant information on the website is accurate and up to date, and supports the work of the organisation
- Monitor and promote 'Acceptable Use' policies and procedures
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Contribute to the day-to-day effective organisation and running of the school as part of the Senior Leadership Team
- Teach as required on the ward or in the schoolroom - this will be an agreed small caseload and monitored in relation to demands of the wider role

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to inclusion and access to education for all children with medical needs
- Interpret and analyse data and provide summary reports to the headteacher, senior leadership team, staff and governors
- Contribute to the reporting of the school's performance to the school's community and partners

Strengthening community

- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Support training and information sharing with NHS teams to ensure their understanding of the school's statutory responsibilities
- Promote relationships and work with colleagues in other schools and external agencies
- Strengthen partnership and community working with national & international peer organisations

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post holder:

Date: / /

Signature of Headteacher:

Date:

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