

Classroom Technologist Fixed-Term Contract – Full Time, Term Time 13 January to 14 February 2020 (subject to review)

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint a 'Classroom Technologist' with expertise in the use of IT in a classroom environment at secondary level. This is a full-time role working from Monday to Friday, term time only. The contract is offered initially as a five-week fixed term contract commencing on Monday 13 January to Friday 14 February 2020, and subject to review and possible extension.

The successful candidate will support teachers in the classroom when the students are using technology and will report to the Head of Digital Learning.

OUTLINE OF POST:

Reporting to the Head of Digital Learning, to support teachers in the classroom while students are using technology.

MAIN DUTIES AND RESPONSIBILITIES:

- Train students and staff administration to use hardware or software in one-to-one and group settings
- Test, troubleshoot and support software and hardware
- Collaborate closely with the Head of Digital Learning and with teaching staff across the school

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

The following person specification indicates the essential and/or desirable skills and experience required for the role	Essential	Desirable
Right to work in the UK for the duration of the contract	✓	
5 GCSEs (with A*-C in English, Mathematics and IT)	✓	
Comprehensive and up-to-date knowledge of Office 365	✓	
Knowledge of IT applications and mainstream educational technology tools (eg. OneNote, Quizlet, Socrative, Kahoot etc)	✓	
Digital Media and desktop publishing skills for the creation of digital learning content	✓	
Knowledge of H&S issues relating to work, both for self and all potential users		✓
A desire to maintain and extend personal expertise in specific areas of IT to provide appropriate advice and support	✓	
A good level of written and spoken English appropriate to the context and audience	✓	
Good organisational and problem-solving skills with the ability to think strategically	✓	
Reliability and willingness to work flexibly to fit in with project requirements	✓	
Able to work effectively on their own as well as part of a team	✓	
Ability to keep calm under pressure and maintain high standards	✓	
A professional attitude with ability to be positive and enthusiastic	✓	
Polite, with good customer service skills	✓	
Punctuality and reliability	✓	
Honesty and integrity	✓	
Experience of working within an educational setting		✓
Experience of working with people of all ages		✓

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school holiday periods (for full-year posts), pro rata for part-time or fixed-term positions
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered initially as a full-time, term time fixed-term contract commencing on Monday 13 January 2020 to 14 February 2020 and will be subject to review and possible extension.

The Classroom Technologist will work 5 days per week, Monday to Friday. The hours are 8.30am to 4.00pm (32.5 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

The salary for this post will be the National Minimum Wage (rising scale dependent on age, current maximum of £7.70 per hour for up to 24-year olds) or the National Living Wage (currently £8.21 per hour for candidates who are over 25 years old).

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed daily and we invite interested candidates to apply as soon as possible. Interviews may take place at any time prior to the closing date.

Closing date: Midnight on Thursday 28 November 2019

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.

November 2019