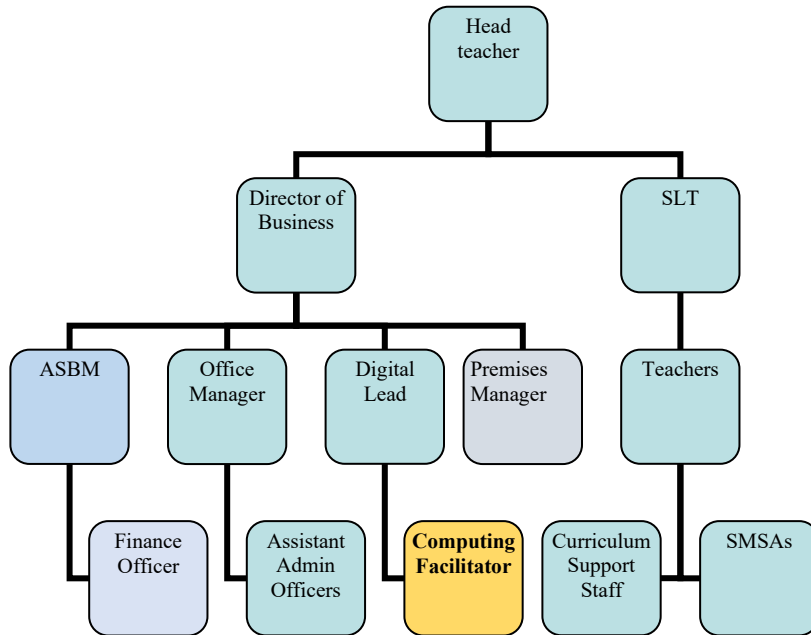




Job Description – The Brook, The Willow and Broadwaters Children’s Centre (Known as the BILC)



Post:	Computing Facilitator
Scale:	
RESPONSIBLE TO:	Digital Lead
FUNCTION RELATIONS:	All members of The Brook, The Willow and Broadwaters’ Children’s Centre (BILC) staff Local Authority Officers and Inspectors
Main Contacts:	Staff, Parents and Carers, children and visitors to the Centre. Other external agencies of the Council

MAIN OBJECTIVES

1. To work under the instruction/guidance of Digital Lead/teaching to undertake work/care/support programmes, to enable access to learning for targeted and other pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
2. To support the Digital Lead with the maintenance of the school ICT infrastructure



MAIN DUTIES AND RESPONSIBILITIES

1. Work collaboratively with the Digital Lead to plan, deliver, assess and monitor high-quality computing provision across Key Stages 1 and 2.
2. Demonstrate high professional standards and enthusiasm in supporting the teaching of computing within the classroom.
3. Collaborate with the team to deliver inclusive teaching and manage behaviors effectively, ensuring positive learning outcomes for all pupils.
4. Use ICT and digital technologies effectively to enhance learning and teaching across the curriculum.
5. Work with Digital Lead to use assessment data effectively to identify pupils who are underachieving in computing and implement targeted action plans with clear termly targets.
6. Maintain up-to-date knowledge of developments in learning and teaching relating to both discrete and cross-curricular ICT and computing.
7. Support the development of pupils' ICT, literacy and numeracy skills through the computing curriculum where appropriate.
8. Support Digital Lead to use the outcomes of self-evaluation and pupil performance data to inform strategic planning and develop effective teaching plans.
9. Support Digital Lead to ensure the schemes of work are consistently delivered and regularly reviewed for impact and improvement.
10. Support Digital Lead to ensure curriculum coverage, continuity and progression in computing across all relevant year groups.
11. Establish positive partnerships with parents to support and enhance children's learning in computing.
12. Promote effective links with the local community to enrich the computing curriculum and learning experiences.
13. Work collaboratively with the Digital Lead to plan, deliver, assess and monitor high quality afterschool coding clubs.
14. Support the maintenance and day-to-day operation of the school's IT infrastructure, including laptops, desktops, peripherals and associated hardware.
15. Support the promotion and implementation of effective e-safety practices for pupils, staff and other stakeholders, in line with school policies.
16. Support with the handling IT support requests, ensuring issues are logged accurately, responded to promptly, and reported on to inform service improvement.

General Information

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration



- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Always comply with health and safety policies and procedures
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it did not specify in the job profile, but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

Signed..... (Post Holder) Date.....

Signed..... (Principal) Date.....`



Job Specification – The Brook, The Willow and Broadwaters’ Children’s Centre



Post:	Digital Lead
Scale:	

Experience and Education Experience Working with or caring for children of primary school age	
Qualifications - Good numeracy/literacy skills - Completion of DfES Teacher Assistant Induction Programme (can be completed once in post) - NVQ 2 for Teaching Assistants or equivalent qualifications or experience - Training in the relevant learning strategies e.g. literacy - First aid training as appropriate	
Knowledge & Skills - Effective use of ICT to support learning - Use of other equipment technology – video, photocopier - Understanding of relevant policies/codes of practice and awareness of relevant legislation - General understanding of national/foundation stage curriculum and other basic learning programmes/strategies - Basic understanding of child development and learning - Ability to self-evaluate learning needs and actively seek learning opportunities - Ability to relate well to children and adults - Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these - Use and management of assessment systems including EYFS Assessments; P-scales and APP.	
Equal Opportunities Commitment to the implementation of the school's equal opportunities policy	
Continuing Professional Development - Willingness to undertake additional training/staff development as appropriate - Ability to reflect on your own professional practice - Ability to receive and act on constructive feedback	