Handsworth Wood Girls’ Academy

Job Description

NAME:  

DATE:  

POST HELD:  VLE Manager and ICT Technician – Fixed Term Maternity Post

SALARY SCALE:  Grade 3 (20-28)

1.0  Job Purpose

1.1  To provide maintenance, installation and support services on the Academy site for ICT.
1.2  To provide technical assistance and software assistance during lessons.
1.3  To provide training sessions for staff and students.
1.4  To work alongside the Network Manager to continually develop the ICT infrastructure in the Academy.
1.5  To teach the basic use of software programmes as necessary.
1.6  To manage and oversee the continued development of Firefly.

2.0  Duties and Responsibilities

2.1  Responsible for the provision of ICT support in all areas of the Academy.
2.2  Repair and maintenance of all desktops and laptops.
2.3  Assistance with network installations and configuration.
2.4  Providing support for students and staff in the use of ICT.
2.5  Maintenance of Health and Safety issues related to the use of ICT.
2.6  The maintenance and improvement of the ICT equipment used in the Academy.
2.7  The monitoring of legal implications relating to the use of ICT within the Academy.
2.8  The provision of in-class support for ICT lessons or lessons using ICT in the Academy.
2.9  To ensure that at all times ICT facilities are fully functional and secure.
2.10  To contribute to the development of ICT and its use within the Academy.
2.11  To undertake the necessary training associated with the post.
2.12  Maintenance of existing PCs and laptops including the installation of all appropriate software.
2.13  Assistance with the maintenance and development of an Academy wide network.
2.14  Deliver and set up of portable ICT equipment as required by staff.
2.15  Installation and maintenance of whiteboard technology and other technological equipment associated with teaching and learning.
2.16  Provide support to classroom teachers during lessons including working with students and the delivery of some technical parts of lessons.
2.17  Provide support for students in out-of-hours classes/extra-curricular time with reasonable request.
2.18  To ensure that all ICT systems within the school are installed and operated safely and to remove from use any such equipment that is deemed to be unsafe to use.
2.19  To work proactively to ensure that equipment is protected from damage of misuse and to be vigilant in spotting unsafe or dangerous equipment and to take appropriate action.
2.20  To contribute to the provision of physical security measures to protect against loss of equipment.
2.21  To provide support for the in-service training of staff.
2.22  To be responsible for the management and development of the Academy’s VLE through liaison with all areas of the Academy and the Network Manager.
2.23 To maintain the VLE by populating it with work, resources, information etc. that are required for students, staff, parents and governors and provide training for staff, parents and governors as required.
2.24 To manage the creative content of the VLE, creating page layouts, videos, VLOGs, images and logos.
2.25 Produce guidance for staff.
2.26 Maintain regular contact with Firefly to ensure updates are effectively managed.
2.27 Run regular reports.

3.0 General

3.1 Contribute to the overall ethos/aims of the Academy.
3.2 Recognise own strengths and areas of expertise and use these to advise and support others.
3.3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people (s)he is responsible for or comes into contact with.
3.4 To ensure all tasks are carried out with due regard to Health and Safety.
3.5 To undertake appropriate appraisal including adhering to the principle of appraisal.
3.6 To adhere to the ethos of the Academy
   3.6.1 To promote the agreed vision and aims of the Academy.
   3.6.2 To set an example of personal integrity and professionalism.
   3.6.3 Attendance at appropriate staff meetings and parents’ evenings.
3.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy.

4.0 Other Information

4.1 The post is full time 36.50 hours all year round.
4.2 Hours of work – five days a week, actual hours per day and start and finish times to be discussed at interview.
4.3 Annual leave allowance is dependent on the number of years’ continuous service. The minimum allowance is 37 days per year which includes 8 bank holidays and 4 extra statutory and concessionary days.
4.4 Annual leave must be arranged with the Network Manager and taken during school holidays only.

To whom responsible: Network Manager and Assistant Headteacher Director of ICT Strategy

Staff for whom responsible: None

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Appraisal cycle.

Signed _____________________________ (ICT Technician)       Date ________________

Signed _____________________________ (Headteacher)            Date ________________