TLR 2B

Job Description: Teaching and Learning Manager with responsibility for Computing and AVA co-ordination.

In addition to class teacher responsibilities.

1. To organise, develop and present the scheme of work for computing throughout the school, from Nursery to Year 6.

2. To organise training so that staff are competent and confident in the use of computer software including Google Education apps, word-processing, spreadsheets, databases, graphics, electronic whiteboards, website work, peripherals (e.g. scanner, digicam, video), desktop publishing and basic control technology.

3. Co-ordinate throughout the school the use of software related to all curriculum areas and to particular year groups.

4. To manage, promote and develop the use of Google Classroom.

5. To organise the upkeep of the school website with the Technical & Admin Manager and successfully line manage her/him.

6. To work closely with visiting technicians and ICT agencies (e.g. ITASS/ RISO printer) to ensure that school systems are reliable and work smoothly.

7. To work with SLT on the School Development Plan to ensure that computing is strategically planned for and evaluated to raise standards in the subject.

8. To research and present forward thinking ideas on ways computing can support whole school priorities to SLT and the governing board.

9. Monitor standards in E-learning and report back to SLT and school governors. Also to work with the relevant link governor.

10. To manage the budget delegated to AVA and purchase relevant resources.

11. To organise the inventory and disposal of AVA assets.

12. To contribute to the effectiveness of electronic assessment systems in the school.

13. To promote parental and family interest in computing, particularly in promoting benefits of technology for home learning.

14. Ensure the school is compliant and training is up to date in all matters regarding cyber safety.

15. To keep abreast of current initiatives and work towards the implementation of future innovations, e.g. learning platforms, video conferencing, global networking.

16. To lead staff training on the use of the above systems and the curriculum to impact on pupil progress.

17. To organise the repairs and maintenance of electrical equipment used for AVA. Liaise with outside agencies re repair, contract and rentals.

18. Liaise with the Creative Arts/Event Co-ordinator for AVA provision for assemblies, performances and productions, including for events that fall outside school hours.

19. Be knowledgeable about copyright requirements and GDPR.

20. Contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content.