Job description: ICT Teacher and Technician

Mayespark is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: M6 for 3 days per week & LBR 5 point 15 for 2 days per week

Hours: 32.75 hours per week (18.75 teaching & 14hrs technician)

Contract type: Full-time permanent, 52 weeks per year

Reporting to: Headteacher

Main purpose

The ICT teacher and technician is responsible for the development and management of Mayespark's ICT infrastructure and support, including:

> Day-to-day management of ICT support for the School

> Development of ICT resources

> Ensuring Mayespark's resources and services are fit for purpose and support future development

Duties and responsibilities

The duties and responsibilities listed below are indicative tasks the ICT teacher and technician will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

Teaching

> Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work

> Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment

> Adapt teaching to respond to the strengths and needs of pupils

> Set high expectations which inspire, motivate and challenge pupils

> Promote good progress and outcomes by pupils

> Demonstrate good subject and curriculum knowledge

> To attend teacher meetings

Health, safety and discipline

> Promote the safety and wellbeing of pupils

> Maintain good order and discipline among pupils, managing behaviour effectively in line with the school's Behaviour Policy to ensure a good and safe learning environment.

> Maintain discipline and good standards of conduct by pupils

Professional development

› To participate as required in meetings which relate to the curriculum, administration or organisation of the school.
› Take part in the school's appraisal procedures
› Take part in further training and development in order to improve own teaching
› Take part in the appraisal and professional development of others, where appropriate

Communication

› Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

› To model the ethos and core values of the school whilst teaching pupils and maintain the highest standard of professional conduct
› Collaborate and work with colleagues and other relevant professionals within and beyond the school
› Develop effective professional relationships with colleagues

Personal and professional conduct

› Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
› Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
› Understand and act within the statutory frameworks setting out their professional duties and responsibilities
› Set a good example to pupils in presentation, professional and personal conduct

Safeguarding

› Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
› Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
› Promote the safeguarding of all pupils in the school

Strategic planning and leadership

The ICT teacher and technician will be accountable for developing and implementing an ICT strategy that serves Mayespark's current needs and supports its future development.

› Develop a long-term strategic plan for ICT resources and services that supports Mayespark's wider strategic planning, vision and aims

› Contribute to Mayespark's business planning and risk management exercises, including acting to mitigate risks where necessary, such as cyber-security risks

› Support the development of Mayespark's disaster recovery and business continuity plans, advising on issues related to ICT

› Develop, implement and monitor relevant policies, including those on digital education platforms, remote access, cyber-security, bringing your own device to work, cloud storage, ICT asset management and secure disposal and recycling of equipment where necessary.

› Advise leaders on all aspects of ICT strategy and management, supporting effective leadership

› Keep up to date on developments in technology for the education sector, alerting trust leaders to developments that could support the school

› Develop and maintain strong relationships with relevant external organisations

› Work with leaders to develop and extend ICT knowledge and capabilities across Mayespark

ICT resource and service management

The ICT teacher and technician will be accountable for managing Mayespark's ICT resources, and for overseeing the delivery of a high-quality ICT support service.

> Develop and implement an asset management system for ICT resource, including maintaining an accurate inventory of equipment

> Keep accurate records related to the purchase or loan of ICT resources, including records related to warranties

> Plan, implement and record changes to hardware and software resources as required

> Oversee procurement processes for ICT resources, ensuring these achieve value for money

> Oversee the maintenance of ICT resources, including ensuring appropriate disposal of ICT assets when necessary

> Manage Mayespark's management information system, including user permissions, training and support

> Manage access to Mayespark's ICT network, creating user accounts and ensuring appropriate access rights in line with Mayespark's policies

> Take responsibility for the security of Mayespark's ICT systems, including ensuring appropriate anti-virus and encryption measures are in place

> Work with Mayespark's data protection officer to ensure that Mayespark's ICT systems reflect appropriate data protection measures and good practice

> Manage relationships with Mayespark's external suppliers and contractors

> Maintain and monitor a system for responding to support requests, recording ICT casework information, and reporting on support requests to support continued improvement

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Person specification

CRITERIA	QUALITIES	
	ESSENTIAL	DESIRABLE
Qualifications and experience	• Minimum 5 years successful primary teaching experience in Computing	
Skills and knowledge	• Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • To have excellent organisational skills, allowing for prioritising of workload • Ability to promote a positive ethos and to role model positive attributes • Effective and excellent communication skills both in writing and verbally • An understanding of the need for dealing with parents, pupils and outside agencies in a professional manner and to treat the information they provide as confidential • Ability to work on own initiative and as part of a team • Ability to work and liaise with a wide cross-section of people, including young people • Sound knowledge of current Windows operating system • Sound knowledge of Active Directory • Sound knowledge of Microsoft Office 365 suite • Possess a sound working knowledge of Computers and Laptops in a corporate network environment • Understanding of data protection requirements • To have sound knowledge of a network firewall • Have sound knowledge of asset management • Hands on experience of troubleshooting computers/laptops	• Working knowledge of school-based systems • To have a keen interest in ICT developments, specifically in schools • Experience in a Customer focused environment. • To have experience of working as part of an ICT department • Experience of working in a school environment. • Experience of diagnosing Windows computer issues in a networked environment. Sound knowledge of Apple and Android Operating Systems • Experience of using Active Directory in a working domain • Experiencing assisting users troubleshoot problems with Microsoft • Teams/One Drive • Experience of using and diagnosing issues with Computers and Laptops in a networked environment • Understand the data protection requirement of a school • To understand the impact of a firewall in a boarding school • Experience of using Asset Management Hands on experience of troubleshooting computers / laptops in a networked environment
Personal qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Ability to provide IT Support in a friendly and calm manner	• Hands on experience of troubleshooting computers/laptops in a networked environment