



Job Description subject responsibility
<b>Employee Name:</b>
<b>Date:</b> 1 <sup>st</sup> September 2022
<b>Responsibility:</b> ICT Lead TLR 3 (3) £1,702 per annum - temporary reviewed annually

**ICT – TLR Responsibility**

**Core purpose**

- To lead and develop the effective use of ICT and computing across the school to enhance teaching and learning.
- To support and develop staff confidence and competence in the use of ICT.
- To communicate and implement curriculum developments relating to computing and digital learning.
- To identify priorities for ICT development and contribute to school improvement planning through a clear action plan.
- To monitor and support the effective use of Policy Central across the school.
- To promote and support high standards of e-safety and online safety across the school community.

**Summary of Additional responsibilities – School Structure**

Computing Lead	Oversight of Policy Central	Management of ICT Resources	Line Management of the ICT Technician
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**Duties and Responsibilities**

- Ensure teachers understand the progression and sequence of teaching and learning within the computing curriculum.
- Support and guide colleagues in selecting appropriate ICT tools and resources (e.g. laptops, iPads, cameras) to support learning.
- Establish and maintain clear policies and procedures for the use of ICT across the school, including e-safety and online safety.
- Audit staff ICT skills and organise appropriate training and professional development opportunities.
- Support teachers in the effective use of digital platforms for learning, including home learning systems such as Google Classroom.
- Oversee the management, setup and maintenance of pupil devices such as laptops and Chromebooks.
- Maintain an inventory of ICT equipment, including serial numbers, in collaboration with the school office.
- Manage and support the ICT Technician to ensure the effective maintenance and development of the school’s ICT infrastructure.
- Monitor and ensure the effective use and availability of ICT resources across the school.

Signature of Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Signature of Teacher (Post Holder) \_\_\_\_\_ Date \_\_\_\_\_