

Orchard House School - Job Description - Head of ICT

Orchard House School, along with Bassett House and Prospect House, uses the Apple Macintosh platform. The school is fully wireless (state of the art load-balanced Meru Networks technology), with desktop computers in every room and over 40 laptops for use by children anywhere on the school's site.

ICT is highly integrated into the whole curriculum and we are looking to continue this progress in the next academic year. The children achieve high academic standards in ICT and before they leave for their secondary schools, in addition to MS Office, will have made their own stop-frame animations, movies, website pages, Flash-style animations and improved their learning using podcasts and via the school's private pupils' message board.

Every classroom has a SMART electronic whiteboard and the school subscribes to an Espresso and Education City which are used frequently to support all aspects of the curriculum.

In addition to extensive computers etc., the school also has digital and video cameras, programmable roamers, data loggers and a wealth of other specialist IT equipment and software. IT MIS is also deployed in the school, all staff using the Pearson e1 educational MIS system for registration, assessment and tracking. Studywiz, a web-based Learning Platform has recently been deployed across the school.

In addition IT within the school is supported by fully up to date servers and back-up systems maintained by the Group Technical Services and IT Manager.

The school has been awarded the BECTA Kite Mark in Excellence in ICT and in the ISI inspection the ICT department was found to have 'outstanding' elements. The successful candidate will demonstrate that he or she has the aptitude and enthusiasm to take the school's standards beyond this level.

Currently the ICT timetable has **12** hours of contact time (but 16 with duties, lunches, and other pastoral duties). The main areas of duty are:

- To teach children from Nursery to Year 6, following Orchard House's ICT scheme of work
- To continue to integrate and embed ICT into all subject areas, where appropriate
- To run INSET courses for staff on computer programs and new developments
- To run an after-school computer club
- To assist as a first line support in the school office and other teachers with IT troubleshooting (but note that House Schools group's Group Technical and IT Services Manager who is an Apple Certified Engineer acts as 2nd line support

and behind him is a specialist IT educational contract support firm as 3rd line support)

- To update and manage the parents' and pupils' section of the school's website as well as the school intranet site and the Studywiz learning platform.
- To ensure the computers and networks are functioning properly, with support from the technical services manager
- To maintain and where appropriate to review the school policies with regard to ICT (including a yearly ICT Development Plan), the overall plan covering a two year period and outlining all the main areas of focus
- To ensure that all staff are:
 - aware of all the IT resources available.
 - using the resources appropriately and effectively.
- To ensure the teaching of IT is adequately resourced. Discuss resourcing with Director of Studies and the group Technical Manager
- To attend at least termly inter-group IT meetings with Heads of IT from sister schools and Technical Services Manager, to discuss and promote best practice in IT
- To prepare and deliver "Within school" in-service training to ensure that:
 - all staff are aware of what is required of them.
 - staff have the opportunity to update their skills as necessary.
- The Head of ICT should work closely with the Headmistress, the Director of Studies, and all teaching colleagues to ensure the smooth delivery of IT throughout the key stages. Regular meetings should be held with key members of staff. An agenda should be prepared and short notes of the points raised and agreed should be taken and filed.
- The Head of ICT should work closely with all other members of staff to develop and extend the cross-curricular use of ICT throughout the school.
- The Head of ICT should promote and foster good relationships amongst the staff, promote and implement all aspects of school policy, work enthusiastically towards the long term aims of the school and, by example of good practice, influence those with less experience to become confident in using IT where appropriate to support the delivery of the curriculum overall.
- The Head of ICT should look after resources - relevant books, programs, cameras, digital video cameras, etc. and ensure an inventory is kept. He/she should log any reports, and list the jobs that require attention.

- The Head of ICT will also support the AccessIT computerised library system for the school (which uses fingerprint recognition technology and ISBN bar codes on all books), should any problems arise.
- The Head of ICT should share the teaching for occasional “Tecky Brekkies”, when informal staff training takes place before school on technical matters.
- The Head of ICT should support the updating of the computers, led by the Group Technical Services Manager.
- He/she will identify training needs, and arrange appropriate IT courses for members of staff.
- He/ she will attend the BETT exhibition at Olympia in January and enthuse staff.
- He/she will if requested provide any necessary technical support for other INSET training.
- He/she will if requested provide any necessary technical support for meetings with parents where necessary.

ICT sits at the forefront in this school, as a tool that can greatly enrich all children’s learning. The headmistress is herself highly interested in the subject and, and upon being awarded the English Speaking Union’s Walter Hines Page scholarship in 2007, studied the use of IT in primary years education in the USA. The governors have challenged all three schools in the group to become leading exponents in the UK of how IT can best support children’s learning in the primary sector.

This is a job for an IT teacher committed to support both IT and the rest of the curriculum with the best available and most effective IT in the 21st century. The school is well resourced, all members of staff are keen to adopt best practice IT, and the job is leading edge in educational terms, interesting, rewarding and fun.

S A B Hobbs

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