



Post Title	ICT Tutor and Technician
Salary range/grade	Salary: £27,983-£35,363
Responsible to	Senior Management Team
Type	Full time, term time only (+1) 40 weeks
Base	Parkview Academy – Welling
Job Purpose	
<p>The post holder will deliver ICT lessons to learners with learning difficulties/ disabilities in both individual and small group learning sessions.</p> <p>They will plan, deliver and assess their own teaching and learning activities with some direction and supervision from the Senior Management Team. They will work all key stages and will be able to tutor learners in accordance with the school's curriculum policy.</p> <p>The post holder will also act as an ICT Technician, supporting the centralised ICT team to maintain hardware and software used by staff and pupils in the school and to provide technical advice on ICT matters as they relate to the school.</p>	

Key Tasks and Activities for the Tutor Role:

1. To plan and deliver an ICT curriculum to young people who for a variety of reasons struggle in mainstream school.
2. To use the school's curriculum and assessment policies to guide tutoring.
3. To assess learner's work and provide appropriate feedback.
4. To track progress of learners in relation to ICT.
5. To assist other lessons within the school where necessary, acting as a support for learning, especially related to ICT
6. To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.
7. To demonstrate and promote the positive values, attitudes and behaviours expected from the pupils with whom they work.
8. To maintain appropriate course files and learner portfolios to meet the required standards.
9. Where appropriate, trial new ICT courses and report back to the Head Teacher on their suitability.
10. To maintain displays appropriate to the ICT education being delivered and update these on a regular basis.
11. To develop an understanding of the special educational needs of the students concerned.
12. To consider the student/s' special needs and ensure their access to the lessons and its content through appropriate clarification, explanations, equipment and materials.

Key Tasks and Activities for the Technician Role:

1. To ensure the smooth running of the computer systems throughout the school, enabling teaching staff to operate at optimum efficiency in the delivery of the curriculum and in administration tasks.
2. To work collaboratively with the ICT team to support the development and maintenance of all computer systems ensuring that the current systems meet the needs of the school and operate effectively.
3. To Keep abreast of new technology, advising and recommending as required.
4. Provide technical advice to the Senior Management Team. Ensuring that all faults and problems are quickly rectified and the school's virus protection system is adhered to.
5. Set up equipment such as laptops, projectors, interactive whiteboards, sound systems and other specialist ICT equipment, ensuring that systems are ready for use and operating correctly
6. To act as a SMART and Lumio Ambassador for the school
7. To give in-class support for ICT lessons as and when necessary.
8. To promote online safety
9. Develop and maintain the ICT equipment register, to provide a detailed analysis of equipment replacement needs and central ICT resourcing
10. Ensure and monitor the fault reporting systems to ensure service delivery meets user demands, both internally and externally, taking remedial action as appropriate.
11. To carry out the installation and configuration of all new computer hardware to ensure that it operates to maximum potential.
12. To ensure that equipment is maintained and repaired as necessary.

Key Performance Indicators

1. Attendance and participation of target group
2. Learner(s) gaining appropriate accreditation or progress in ICT
3. Student and parent/carer level satisfaction.
4. Knowledge and performance in the planning, delivery and assessment of ICT within the school.
5. Smooth running of ICT and wider technology within school

Expectations and Values

ALP Schools are committed to continuous progress and all staff are expected to engage in continuing professional learning and development. In common with all who work in school centres, the postholder will also be expected:

1. Act as an ambassador for the school and the partnership by supporting our vision and expectations of learning.
2. Be a significant presence and role model for students and staff and to meet fully the schools dress code.
3. Follow and where appropriate enact all relevant school policies and procedures.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or meets.

Special Factors:

1. The nature of the work may involve the post-holder carrying out work outside normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
3. Expenses will be paid in accordance with the school's policy
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

ALP School's seeks to promote the employment of disabled people and will make adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Essential (E) Desirable (D)

Education and Qualifications

- To have achieved a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework. (E)
- To have a relevant ICT qualification (E)
- Educated to degree level (D)
- To have or be willing to work towards a teaching qualification (D)

Experience

Relevant experience of addressing social exclusion, including but not limited to; youth work, alternative education provisions, community development, dealing with vulnerable people and those with complex needs. (D)

Relevant experience in a similar environment.(D)

Experience of diagnosing and correcting straightforward faults in ICT hardware and software (E)

Experience of installing, configuring and testing computer hardware, network operating systems, software and peripheral equipment (D)

Experience of planning and delivering lessons (D)

Experience of working with clear guidelines, procedures and adhering to child protection (E)

Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies (E)

Understanding of working with people with challenging behaviour / complex needs / disabilities. (D)

Ability to quickly establish relationships with young people, vulnerable people and families with complex needs. (E)

Knowledge, Skills and Abilities

Willingness to keep up to date in subject knowledge and national developments (E)

Good Knowledge of special educational needs and disabilities (E)

Ability to plan and tutor effectively using a variety of strategies. (E)

Excellent interpersonal skills with both adults and children. (E)

Willingness and ability to work as part of a team. (E)

Ability to use coaching and mentoring skills with staff and pupils (E)

Ability to communicate effectively both verbally and in writing. (E)

Ability to prioritise and organise own work. (E)

Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines. (E)

Knowledge of Health and Safety procedures and their application. (E)

Proactive approach to problem solving (D)

Ability to work flexibly in a rapidly changing environment (D)

Strong understanding of youth and wider community issues (E)

Computer literate in all areas covered in the curriculum (E)

Excellent interpersonal skills, inc active listening (E)

Strong organisational, planning and time management skills (E)

Excellent written and communication skills (E)

Knowledge of social media (E)

Personality and Social Skills

To have a 'can do' philosophy (E)

To enjoy working with young people. (E)

To be flexible, energetic, adaptable and have the ability to use initiative. (E)

To identify and develop opportunities (D)

To carry out professional duties in a positive, helpful and courteous manner. (E)

To have high aspirations and expectations for their students and themselves. (E)

Committed to raising standards and continuous improvement. (E)

To be dedicated to the progression of the students, the school and themselves (E)

An empathetic nature (E)

Mature and professional approach to vulnerable people, families and other professionals. (E)

•bility to maintain confidentiality in the light of handling sensitive information (E)

Good communication and social skills, with a good sense of humour (E)

Ability to cope with difficult interpersonal behaviour and language (E)

Demonstrate a consistent and positive attitude to challenges (E)

Demonstration of a solution focussed and flexible approach to management (E)

Other Factors

- Full and current driving licence with use of a vehicle for work (D)
- Willingness to drive a company vehicle (D)