



NAME OF POSTHOLDER: TBA

JOB TITLE: Digital Leader

JOB PURPOSE: To support, train and assist pupils and staff in the use of digital technologies and computing across the school and the curriculum.

Line Management: Mrs Atherton, Mrs Simpson, Mrs Hill, Mrs Sarginson.

Liasing With: Headteacher, Senior Leadership Team, School Staff and Mrs Atherton

SCHOOL ETHOS

- Work with the Headteacher, Mrs. Hill, Mrs. Atherton and school staff to ensure that Hopwood Community Primary School provides its pupils with the confidence and ability to use ICT and computing throughout their education and beyond.
- Promote the school and celebrate its success at every opportunity.
- Promote the use ICT and computing as a tool to enhance learning across the curriculum.
- Promote how to use ICT and computing safely and responsibly.

PASTORAL CARE

- To develop positive relationships with children and staff.
- To understand and support key school policies including the Social Media Policy, E-Safety Policy, Anti-Bullying Policy and Behaviour Policy and alert school to any issues that you become aware of.
- To use school equipment and technologies responsibly and appropriately.

KEY SKILLS AND PERSONAL QUALITIES

- Good knowledge of current technologies, apps and computing skills.
- Ability to work well as part of a team.
- Good organisation skills.
- Leadership abilities.
- Confident communicator, both written communication and spoken.
- Excellent behaviour, attitude and attendance.

SPECIFIC DUTIES

Throughout your role as a Digital Leader you may be asked to do any of the duties outlined below.

- To demonstrate an interest and knowledge of a range of technologies and software. You will be asked to make suggestions on how to include or use technologies across the school.
- To attend regular meetings. This will include Digital Leader meetings at your school and the Rochdale Digital Leaders Cluster meetings. Meetings may also include training to look at technologies and apps to develop your knowledge and expertise.

- To support teachers in the use of ICT in the classroom. This may include supporting the class teacher in demonstrating an app or program to the class or supporting a group of children or individuals using an app or program.
- To support teachers and staff to embed the use of ICT in cross curricular activities.
- To support teachers in linking pupils work and the blog. This could be by adding posts or examples of pupils work to the blog or to produce QR codes which link blogging tools to the work in books.
- To be able to verbally communicate clearly and appropriately to pupils across school. This may be in a small group, a classroom or leading full school assemblies. You will need to communicate with pupils and staff at Hopwood, pupils and staff from other schools and other professional people the Digital Leaders may work with, e.g. Mr Mitchell and Apple Geniuses.
- To be able to communicate clearly in writing. This will include responding to Digital Leader challenges set on the Arch Digital Leader blog and by Mrs. Atherton on the Hopwood Digital Leaders blog, writing instructions on how to use an app or piece of technology, adding posts or comments to the Digital Leaders blogs and cohort blogs and to share an experience or an example of something you have used ICT for.
- To promote e-safety and support pupils and staff during the school year to make sure that everyone is aware of e-safety issues that may arise and be aware of appropriate action or advice to take.

This job description is subject to amendment from time to time but only after consultation with you.

SIGNATURES

This job description is correct at the date as signed below but it may be reviewed in response to, or in anticipation of any changes in curriculum or as the role develops. You will be consulted and any changes to the role would be discussed with you.

Signed _____
(Digital Leader)

Dated _____

Signed _____
(Mrs Atherton)

Dated _____

Signed _____
(Mrs Sarginson, Headteacher)

Dated _____