JOB DESCRIPTION

Post Title: **Educational Technologist**	Post No **E9062**
	Date: **April 2013**

Department: **C.Y.P.S.**	Division / Branch**: School/College**
Section: **Various**	Responsible to: **Head or Deputy Head/Principal or Vice Principal**

Overall Purpose of this Post:

To provide support to the school/college in identifying and implementing the use of technologies which enhance learner outcomes and experience, and that improve administrative functions.

Major Objectives: **These will include, as appropriate, those that reflect key corporate priorities.**

1. To ensure the effective use of technology for educational, community and business purposes and to share good practice, ensuring continuous improvement in the use, management and support of technology for staff and learners.
2. To ensure the efficient and effective administration and management of accounts, systems and processes as appropriate.
3. To ensure staff queries and requests for help are responded to and resolved quickly and that issues are correctly addressed,
4. To ensure the development and technical maintenance of the schools online presence, resources and activity.
5. To ensure the effective management and support of ICT equipment and facilities, including routine maintenance of computers and peripheral equipment takes place as appropriate.
6. To keep up to date with new developments in technology, especially those relating to education and the school's/college curriculum.
7. To promote the use of new and existing technology, the devices, software, services and platforms that support the schools work and curriculum.
8. To ensure that adequate arrangements exist for the security of data, systems and hardware.
9. To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery.

Note: These are the highest level objectives, see "Career Grade or Level Criteria – Matrix" for objectives at other levels.

P.T.O.

Summary of job tasks: **The tasks listed are, generally, only those taking <u>at least 10%</u> of the postholder's time.**

1. Maintains and sets up equipment and facilities, including managing bookings; monitoring small and peripheral devices and ordering repairs and resources.

2. Supports teachers, pupils and staff in developing skills in the use of technological equipment, applications and platforms, including induction training.

3. Researches and proposes adoption of new technologies and adaption of current ones which can support learning or school/college operational functions.

4. Assists with identification & resolution of technology issues and problems, liaising and working with other technologists and internal/external ICT suppliers, contractors and staff where necessary.

5. Supports the implementation of policies and practices relating to data protection, e-safety, data management and storage, usage, copy right and permissions relating to sensitive digital data.

6. Supports staff in the creation, organisation and maintenance of digital resources and activities, including school website and VLE resources.

7. Supports and monitors the implementation of equipment and data management policies/ procedures, including those relating to the organisation, storage and disposal of information.

8. Administers the network user accounts, systems and platforms where necessary.

These are the highest level tasks, please see "Level Criteria – Matrix" for tasks at other levels.

Is this post classified as "politically restricted", as in the Local Government and Housing Act 1989, either

a) because of Its salary level? *or*	Yes	No✔	
b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council?	Yes	No✔	

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?	Yes	No✔	

	Job Requirements for this level please see "Level Criteria – Matrix" for those at lower levels: Essential (E) or Desirable (D).	E/D
A. Training & Education	Literacy and numeracy sufficient to perform the job tasks.	E
	Up-to-date knowledge of PC and network operating systems and software.	E
	FITS Practitioner course or willing to work towards this.	E
	Degree level of ability and knowledge gained through study or experience.	E
	NVQ Level 3 ICT qualification or equivalent level of experience .	E
	A good understanding of how mobile and web-based technologies can support education.	E
	An understanding of the legal requirements regarding data protection/H&S and the ways these relate to digitally held information and information management.	D
B. Experience	Experience in using & supporting PC-based software, e.g. MS Office.	E
	Experience of troubleshooting and resolving ICT problems.	E
	Experience in training and/or supporting learners and staff in becoming more skilled and confident in their use of technology.	E
C. Equal Opportunity	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice.	E
	Willing and able to deal with and communicate effectively with children and people at all levels and from a variety of backgrounds.	E
	Sensitivity to the needs of disadvantaged groups.	E
D. Other Skills	Able to compile produce, summarise, and present management and technical proposals & reports.	E
	Willing and able to keep up-to-date with new and current educational technologies.	E
	Able to create or repurpose walk-throughs and other simple resources to support learners and staff in using platforms, programmes, tools and devices.	E
	Able to learn and adapt to new ICT systems and applications quickly.	E
	Able to install, diagnose problems & effect minor repairs to ICT equipment.	E
	Basic web authoring skills	D

E. Other Conditions **Including any hazardous or environmentally adverse conditions**	Must satisfy relevant pre-employment checks	**E**
	Willing and able to travel to other locations occasionally.	E
	Willing and able to work /occasionally outside normal hours, holiday periods/weekends, e.g. for meetings, testing, implementation, training, etc.	E
	Willing and able to learn and keep up to date with new ICT developments in education.	E
	An understanding of how safeguarding issues impact on schools use of technology and how safety can be integrated and accounted for in schools web and mobile activity.	D

Element	Level 3 E9062A	Level 2 E9062B	Level 1 E9062C
Summary	Focussed on more complex problem solving, strategic issues and major projects as well as day to day issues using in-depth overall knowledge and experience.	Expected to use own initiative dealing with some complex problems and small to medium projects using in depth knowledge in one or two areas.	Functional day to day role resolving technology problems, dealing with simpler requests using their good overall knowledge.
People Management	As lower level plus:	May look after work experience or graduate placements for several weeks at a time.	None
Creativity required	As lower levels plus: Researches, proposes and presents new ideas on adoption & adaption of educational technologies. May lead on major technology projects. Resolves any complex technology and ICT issues and problems. Devises training courses and demonstrations. Will propose and draft relevant parts to new or existing school policies, procedures or guidelines.	As lower level plus: Assists with the implementation and adoption of new technologies. May lead on small to medium size technology projects under direction. Resolves more complicated issues and problems. Will support staff in new technology use. Assists with compiling/amending any associated school policy/procedure/guideline changes.	Expected to deal with most day to day problems. Assists in projects and implementation/training for new technology. Will support staff in new technology use. Constrained by any relevant statutory, council and school policies and guidelines.
Contacts	As lower levels plus: Investigates and resolves the more serious issues. Identifies where technology would benefit the school and advises and explains to school leadership on the best ways to adopt new technology. Works with suppliers to identify implications and options of various new technology usage.	As lower level plus: Supports and identifies weaknesses and where technology adoption or change would benefit the school, department or individuals. Works with suppliers to resolve more difficult problems. Works with teachers and admin staff when implementing new, or changes to, technologies. Runs training sessions & courses for staff.	Responds to problems and issues raised by staff. Liaises with ICT suppliers, staff and contractors. Works with teachers & staff to encourage and develop skills in the use of technology. Works with facilities staff on wiring, power, access etc., issues and requirements. Maintains a booking system for technology device and application usage.

Element	Level 3 E9062A	Level 2 E9062B	Level 1 E9062C
Decision making	As lower levels plus: Recommends ways to use technology, deciding the most suitable options for the school/college. Recommends appropriate security/usage policy. Schedules class support work.	As lower level plus: Recommends changes to/adoption of new technology and methods in own field of expertise. Decides the best course of any remedial actions.	Recommends solutions to day to day problems.
Objectives / Consequences	As lower levels plus: To identify, implement and support technologies that effectively aid teaching or administrative functions in the school. To use technology to support the schools operations, teaching and learning.	As lower level plus: To ensure that the best course of action is taken when adopting or changing the use of technology within a Dept. or groups of/individuals. To promote the use of technology generally. To ensure a secure ICT environment.	To respond quickly to staff requests for help. To maintain the schools online presence, and technology resources and security. To monitor usage and plan regular maintenance of equipment. To keep up to date with new developments in education technology.

Resources used or managed	As lower level:	As lower level:	Technology equipment, devices, peripherals, etc. Secures and replenishes device consumables and stocks of accessories, CD's, memory sticks, etc. Will update various systems/databases.
Interruptions, conflicts & frequency	As lower levels plus: Will manage and switch between multiple projects as day to day workload dictates. Proposes and sets targets or deadlines for various projects and technology adoption.	As lower level plus: Works to targets and deadlines set by manager and assesses priorities for technology adoption projects and roll-out.	Deals with, and prioritises, requests for help during the day. Will have a lesson support schedule to keep to.
Physical effort & IT use.	As lower level plus.	As lower level plus: Will trial and test new equipment or applications.	Moves stock of paper. Moves and prepares IT equipment for classes, demo's etc. Constant user of IT devices and software.
Working conditions	As lower level plus:	As lower level plus:	Office, classroom or technology lab.
Risks encountered	As lower level plus:	As lower level plus:	In contact with pupils within a class, lab environment normally with a teacher present.
Knowledge and Skill levels	As lower levels plus: Able to produce formal proposals and implementation plans for the use of new technology Aware of good practice in the use of technology, especially those within education. Up to date knowledge of education specific and generally available technology. Degree level of ability and knowledge gained through study or experience. Basic web site build and maintenance skills. Completed FITS practitioner course or equivalent.	As lower level plus: Maintains simpler resources. Able to research technology solutions sufficient to recommend their best method of use. Relevant NVQ level 3 qualification or equivalent experience. In depth knowledge and experience of at least one area of technology in use in education. Appreciation of most current new technologies and able to train and support staff in their use.	Orders, sets up, monitors and runs booking systems for resources. Proficient in the use of office based PC applications and Internet research. Basic network/IT administration skills e.g. user logons, security, device set up, etc. Able to support the use of most common mobile devices, social network facilities. Willing and able to learn and deploy knowledge of new emerging technologies. Works towards Completed FITS practitioner course. Knowledge of Data Protection and H&S especially that relating to IT.