



## Job Description

<b>Position:</b>	Digital Learning Coordinator
<b>Responsible To:</b>	Deputy Headteacher
<b>Grade:</b>	TLR 2b
<b>Disclosure Level:</b>	Enhanced DBS

### Core purpose of the post:

- Improve the development, delivery, and use of technology to enhance learning in the classroom.
- Working alongside colleagues in a coaching capacity, assisting all staff in developing their use of digital technology to enhance learning.
- Contributing to the management and development of our supporting IT management systems.

### Duties and responsibilities attached to this post are as follows:

- Promoting a shared vision, and a strong culture of digital literacy.
- Advising the Deputy Head, about the school's digital technology strategic direction; particularly in terms of resourcing needs and their impact on learning.
- With the Deputy Headteacher and the ICT Manager, creating and reviewing the school's Digital Learning strategic action plan.
- Advising on the allocation of resources and establishing priorities on IT development.
- Reviewing and updating whole school ICT policies
- Working with Leaders of Learning and Heads of Subject to develop digital learning technologies to enhance student progress and achievement.
- Reviewing the curriculum and looking for areas where learning can be enhanced using ICT.
- Demonstrating classroom excellence that models effective and innovative use of ICT in the classroom.
- Keeping up-to-date with technological developments and the research pertinent to the effective use of ICT in the classroom.
- Providing students with opportunities for digital learning outside the classroom
- Marketing digital learning within the school community; keeping staff, students and parents up-to-date with requirements and developments.
- Working with relevant colleagues (for example the Safe Guarding Lead) to ensure the schools Internet Safety Strategy is implemented effectively school wide.

**General**

1. To actively support the vision, ethos and policies of the school;
2. To promote and safeguard the welfare of children you come into contact with;
3. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

**Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.*

*Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.*

**Person Specification**

*The following person specification outlines the key skills and experience required for this position.*

*The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.*

*The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.*

**Qualifications**

- Good subject specific degree.
- Qualified Teacher Status.
- Evidence of wider, recent and relevant professional development.

**Experience**

- Outstanding teacher.
- A proven track record demonstrating progress made with own classes.
- Demonstrate successful, creative teaching which embraces contemporary pedagogy.
- Experience and commitment to teaching in a comprehensive school.
- Experience of teaching and learning in a secondary school across KS3 to KS5.
- Experience of leading and working successfully within a school community.
- Experience of involving parents/carers in their child's learning.
- Experience in using new technologies to improve learning.

**Knows about:**

- Working knowledge of relevant subject examination syllabuses.
- Understanding of the key national developments affecting the subject.

**Able to:**

- Lead, motivate, challenge and inspire staff and students.
- Identify, challenge and improve underperformance.
- Initiate and successfully implement change including raising achievement.
- Lead improvement and development in learning and teaching in the Key Stage.
- Promote a curriculum which meets students' needs and national priorities.
- Use data to monitor/track progress and support learning, set targets and monitor and evaluate performance.
- Improve students' behaviour.
- Empower and sustain effective teams.
- Communicate clearly, both verbal and written.
- Delegate and negotiate.
- Organise, plan and prioritise time effectively.
- Act decisively.

**Committed to:**

- A collaborative school vision of excellence and equity that sets high standards for every student.
- The setting and achieving of ambitious, challenging goals and targets.
- Evaluating practice and embedding a process of continuous improvement.
- Inclusion and the ability and right of all to be the best they can be.
- The raising standards for all in the pursuit of excellence.
- Distributed leadership and management.
- The sustaining of personal motivation and that of all staff.
- The developing and sustaining of a safe, secure and healthy school environment.
- Individual, team and whole-school accountability for student performance.
- Effective team work within the school and with external partners.
- Involvement of parents and the community in supporting the learning of children and in defining and realising the school's vision.
- Supporting the full life of the school.

**Personal Qualities**

- High levels of motivation and energy, ambitious and upbeat.
- Enthusiasm, drive and a love for the job.
- Clear vision and an innovative approach.
- Flexible and collaborative.
- A passion for ensuring all aspects of school life demonstrate integrity and respect.
- Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance.
- Willingness to challenge others to produce positive outcomes.
- Be passionate about teaching and learning.
- Be passionate about high standards and achievement and excellence for all.
- Enthusiasm for student welfare, their success and happiness.

*Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.*

