

Post of ICT Co-ordinator. Avenue House School.

The responsibilities will be as follows;

- To take a lead in the policy development of ICT, to ensure progression and continuity in this subject throughout the school.
- To continually strive to raise standards in ICT skills across the age range and to ensure continuity between forms and between Key Stage 1 and Key Stage 2.
- To liaise with other subject co-ordinators to develop cross-curricular links with ICT.
- To monitor attainment in this subject ensuring all children are given the opportunity to achieve the highest possible standards.
- To keep updated, through in-service training, of new initiatives in the subject and ensure all staff are aware of them.
- To be aware of & analyse training required by the staff and arrange this through consultation with the Headteacher or Deputy Head.
- To support colleagues in the development of detailed work plans and schemes of work and in assessment and record keeping of this subject.
- To monitor progress in teacher's planning and advise the Headteacher of any action needed.
- To monitor teaching quality in this subject and ensure the curriculum is covered as stated in the policy document and scheme of work.
- To regularly observe the teaching of the subject and view samples of children's work and practice in the form room.
- To monitor and set appropriate targets if required, advising the Head teacher of targets set.
- To take responsibility for the purchase and organisation of resources for this subject.
- To repair computers and Inter- Active whiteboards for teachers and pupils if possible and liaise with external agencies regarding the servicing of all ICT equipment.
- To ensure staff use resources effectively.
- To keep an annual audit of resources and their location around the school in the policy document.
- To provide an annual subject development plan that covers short and long term development plans of this subject,
- To provide the Headteacher with a termly/yearly evaluation of this subject.

- To attend IAPS subject co-ordinators meeting and use their subject co-ordinators for advice if necessary.
- To liaise between staff and discuss problems and successes relating to the subject.
- To keep the syllabus under review and look out for new material and resources.
- To be willing to attend courses and feed back information.
- To ensure the school website is updated with information and photographs.
- To arrange outings, visiting speakers and workshops as appropriate.
- To carry out any other duties appropriate to the post as would be reasonably expected.

Signed _____ (Headteacher)

Date _____

Signed _____

Date _____