



Thomas's Fulham

Director of ICT & E-Learning (Maternity Cover)

Job Description

ICT holds a unique position in the school. A subject in its own right, it also enables every other subject to broaden the way in which it tackles both teaching and learning as well as assessment and administration. A successful ICT culture in a school depends on the success of all of these areas.

The Director of ICT will lead and implement the ICT and multimedia learning and teaching strategy for the whole school, incorporating developing best practice to service the curriculum, administration and future learning needs of staff, students and parents.

The Director of ICT will place E-Learning, information management and multimedia at the heart of our future development, at the same time maintaining the high standards and steady improvement of student achievement in both Reception and Key Stages 1 and 2 ICT.

She/He will coordinate effective use of ICT and multimedia across the curriculum. This will involve encouraging, mentoring and supporting other subjects to develop their own use of ICT and multimedia as a tool to support and enhance the teaching of their subject area as well as embedding ICT learning into the broadest curriculum.

The Director of ICT will coordinate development and enhancement of the Management Information System; information management system (library) development and the School Portal / VLE.

The Director of ICT will work with the technical support team to ensure for the effective and strategic deployment of the School network and ICT hardware.

He or she will be a member of School Leadership reporting to the Core Leadership Team.

The main responsibilities of the post are:

- to lead and manage the ICT as a discrete subject area;
- to own and implement a ICT plan;
- To set and deliver policy on ICT acquisition and deployment and on regulatory matters as they pertain to ICT. (Child protection, health and safety, data protection);
- to develop and co-ordinate ICT and multimedia across the curriculum;
- to manage the development of ICT systems for E-Learning, administration and assessment;
- to extend and develop staff knowledge and expertise of ICT and multimedia tools;

- to monitor and evaluate the work of all departments to ensure improvement in effective use of ICT;
- to manage resources, finance and administration relating to ICT;
- to support the Network Manager and Technical Support Team;
- to support the school management team;

All teaching staff and leaders will meet the Department for Education Teachers' Standards (2012).

The job description and allocation of particular responsibilities may be amended from time to time.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's child protection officer or to the Headmaster/Headmistress (if different).