



### Core Purpose

- Working closely with Assistant Heads to support the development, promotion and integration of Technology into Teaching & Learning.

### Accountable to: Assistant Heads in charge of IT Development and Staff Development

The main duties and responsibilities of this role are described below:

- Teaching and Learning Group - lead this group to facilitate the development of teaching and learning in both a general sense and through the use of technology.
- To promote technological solutions to enhance and improve the administration and running of the school.
- To take the lead role in the promotion and development of Google for Education with staff and students
- To provide training for new staff on the use of Google for Education and other key technology
- To keep up to date with developments in Google for Education and disseminate best practice.
- To provide support and ideas for remote teaching and learning
- Artificial intelligence - review developments and ideas for the use of artificial intelligence in education. This will include reviewing national and international developments as well as working with other local institutions. Work with SLT to recommend key developments that we should be adapting. Work with staff and students to drive change
- Teaching and Learning Platforms - review new and existing multi-subject teaching and learning platforms and make recommendations and guide their implementation in our school.
- Undertake any further tasks that are reasonably requested by the Head of Science or other line manager.

### Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

*This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.*

*This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.*