**DE BOHUN PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Post title:** COMPUTING, ICT, MEDIA & DATA ASSISTANT

**Pay range:** Scale 3

**Hours:** 32.5 hours per week, 9:00am – 4:00pm

**Line manager:** Computing Leader and the Senior Leadership Team as appropriate

### Core Responsibilities

* **To support the Computing & ICT Instructor with the delivery of the national curriculum; ensure provision is at least good.**
* **To ensure that all aspect of the school’s media platforms provide an effective outward facing image**
* **To ensure that the school assessment software is maintained effectively**

**Computing & ICT**

1. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
* clarifying and explaining instructions;
* ensuring the child is able to use equipment and materials provided;
* assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
* helping children to concentrate on and finish work set;
1. To establish a constructive relationship with the pupils and interact with them according to individual needs;
2. To promote the inclusion and acceptance of all children;
3. To set challenging and demanding expectations and promote self-esteem and independence;
4. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;
5. Monitor pupil’s responses to learning activities and accurately record achievement as directed;
6. Provide detailed and regular feedback about the children to the teacher;
7. Contribute to the maintenance of children’s progress records;
8. Any other reasonable duties requested by the Head teacher or Senior Leaders of the school

**Media**

1. To ensure the upkeep of the school’s website on a daily basis
2. To ensure the upkeep of the school Facebook page on a daily basis
3. To ensure the upkeep of the school Twitter account on a daily basis
4. To effectively promote the school though social media platforms
5. To produce and display the weekly school’s Honour Roll
6. To produce and co-ordinate the school’s monthly newsletter**.**

**Assessment**

1. To ensure that the school assessment and tracking systems kept up to date by:
* Adding new pupils
* Removing Pupil who have left
* Synchronising with the school’s MIS system
1. To add termly data to the school’s tracking system

**Support for the School**

1. Develop and maintain professional relationships with pupils, colleagues, families and other approved agencies where appropriate
2. Maintain confidentiality at all times in respect of school-related matters and prevent the disclosure of confidential or sensitive information
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
4. Work with all staff to promote a ‘can do’ ethos in school
5. Attend and participate in meetings or training as required
6. Be professional, punctual and adhere to the expectations set out in the Code of Conduct.
7. Any other duties commensurate with the grading of the post.