**NAME OF POSTHOLDER:** TBA

**JOB TITLE:** Digital Leader

JOB PURPOSE: Under the direction of the Computing Leader (Miss Hornsby) and the Headteacher, to carry out the responsible duties of a Digital Leader.

Line Management: Reporting to – Miss Hornsby / Mr Cockcroft

Liaising With: Headteacher, Senior Leadership Team, Miss Hornsby, School Staff

**SCHOOL ETHOS**

* Work with the Headteacher, Miss Hornsby and school staff to ensure that Heap Bridge Village Primary School offers the best of practice through its Computing curriculum.
* Promote the school and celebrate its success at every opportunity.
* To lead by example.

**PASTORAL CARE**

* Develop positive relationships with all children and staff.
* To understand and support others with e-safety issues.
* Alert school staff to e-safety issues that may arise amongst children
* To follow the schools Anti Bullying and Behaviour Policies and alert school staff to those children who are not using technologies responsibly.

KEY SKILLS AND PERSONAL QUALITIES

* Good knowledge of current technologies and computing skills
* Ability to work well in teams
* Leadership abilities
* Confidence in communicating i.e. standing up to present your ideas
* Excellent behaviour and attendance

SPECIFIC DUTIES

Throughout your role as a Digital Leader you may be asked to do any of the duties outlined below.

* To demonstrate a continuously growing knowledge of a range of technologies and software.
* To understand and support others with a range of e-safety issues.
* Communicate ideas clearly and to a variety of audiences.
* To work confidently and professionally with school staff and to help them embed technology across the curriculum
* Collaborate effectively with adults and other pupils
* Take responsibility for and organise yourself.
* Attend regular meetings to develop your knowledge and expertise.
* Help to plan ways to improve the use of technology across the school.
* To write about your ideas and achievements.
* Help lead assemblies about the use of technology
* Support other pupils/staff with the use of technologies/software in class.
* Train teachers in staff meetings and at other times
* Attend technology events and meet other technology leaders to learn from others

This job description is subject to amendment from time to time but only after consultation with you.

**SIGNATURES**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements. By signing this job description you are making a 12 month commitment to fulfilling the role set out above.

Signed ………………………………………………………………. Dated ……………………………………

(Digital Leader)

Signed ………………………………… …………………………….. Dated ……………………………………

(Miss Hornsby)

Signed ………………………………… …………………………….. Dated ……………………………………

(Headteacher)