

## **JOB DESCRIPTION**

<b>TITLE</b>	ICT Learning Assistant
<b>BASIC FUNCTION</b>	The ICT Learning Assistant (Nursery to P3) -supports the Head of JS ICT with planning and organising activities and leading ICT lessons.
<b>ACCOUNTABILITY</b>	The ICT Learning Assistant is accountable to the Head of Junior School ICT for his/her day-to-day tasks.
<b>AUTHORITY</b>	The ICT Learning Assistant has authority as delegated by the Head of Junior School ICT and the Assistant Head (Early Education).
<b>RELATIONSHIPS</b>	The ICT Learning Assistant works closely with Class Teachers and the ICT Assistant on the Ravelston site.
<b>KEY TASKS</b>	<p>(a) <b>Delivering the Curriculum</b></p> <ul style="list-style-type: none"><li>• Delivering the ICT curriculum effectively to Nursery to P3 children as directed by the Head of Junior School ICT</li><li>• Supporting children with their learning during class ICT time</li><li>• Organising and providing feedback to teachers about the skills progression of the children</li></ul> <p>(b) <b>Working with the department</b></p> <ul style="list-style-type: none"><li>• Preparing and updating resources (worksheets, flipcharts, inventories)</li><li>• Setting up the Nest in preparation for lessons</li><li>• Ensuring adequate levels and maintenance of resources for use by all year groups (batteries, cameras, headphones)</li><li>• Preparing orders, as necessary, for approval by the Head of Junior School ICT</li></ul> <p>(c) <b>Working with staff</b></p> <ul style="list-style-type: none"><li>• Assisting in the delivery of a varied ICT program</li><li>• Supporting teachers by providing them with feedback on the children's progress in ICT</li><li>• Communicating with the Head of Junior School ICT about what is happening across all year groups and classes</li></ul>

(d) **Working with children**

- Encouraging high standards in behaviour, responsibility and respect within the ICT rooms and with equipment
- Supporting children by listening to their concerns and helping to answer their day-to-day inquiries

(e) **Other Tasks**

The ICT Learning Assistant will undertake any other tasks as directed by the Head of Junior School ICT or other members of management within the Junior School, which may be reasonably put to him/her in support of the Junior School's function.

**STAFF DEVELOPMENT  
AND PRD (Appraisal)**

The ICT Learning Assistant will have opportunities for Staff Development, including regular meetings with the Head of Junior School ICT.

The ICT Learning Assistant will keep up-to-date with the software, applications and equipment used in the school and with classes so that children and staff can be supported.

The ICT Learning Assistant will be professionally reviewed every three years by the Head of Junior School ICT.