Job description	
Job title	Education Technology Officer
Grade	H
Directorate	Resources
Section/team	Information & Technologies
Accountable to	Principal Learning Technologies Officer
Responsible for	
Date reviewed	February 2021

Purpose of the Job

- To deliver a high quality service to schools and academies that supports the innovative application of technology within the national curriculum.

- To lead on a programme of lesson delivery in support of the Knowsley CLC Computing Reach Out programme.

- To provide advice and guidance to schools and academies on the effective use of technology and the delivery of the Computing curriculum.

- To contribute to the Knowsley computing scheme of work (EYFS, KS1 & 2) and deliver whole school teacher training to promote its use.

- To deliver digital literacy and online safety awareness training in educational settings.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To identify, administrate and deliver activities as per the SLA commitments and cascade the principles identified above. Targets for the number of delivery sessions to be delivered each term to be agreed, monitored and achieved.

2. Contribute to the services digital learning strategy, working with the School Support IT Manager and Principal Learning Technologies Officer to develop the service's future delivery model.

3. Work with the Principal Learning Technologies Officer to develop digital content and activities that support curriculum delivery of the CLC SLA (including out of school activities and raising attainment initiatives) and produce high quality ICT based teaching and learning solutions accessible by all partner schools.

4. Evaluate new and emerging technologies identifying what can be used in a classroom to support curriculum delivering, sharing ideas and best practice among the wider team.

5. Research new and emerging technologies and recommend suitable apps/ resources to the Principal Learning Technologies officer that can be included in the Computing Scheme of Works.

6. Investigate and develop best practice guides for the use of apps, detailing the most efficient delivery mechanisms and monitoring outcomes.

7. Develop a detailed knowledge of the wider curriculum for EYFS, KS1 & KS2 and promote the use of technology to support its delivery.

8. Contribute to the Computing scheme of work, working with the Principal Learning Technologies Officer to identify and produce bespoke modules of work which can be included in the Scheme Of Work.

9. Identify effective and efficient ways where schools can use technology to capture learning, advising schools of best practice and delivering relevant CPD sessions to staff.

10. Work with computing leads to inform their school's digital strategy and development plan.

11. Deliver whole school staff training on our Computing Scheme of Work to promote its use in schools and show best practice. Support schools in identifying additional training needs.

12. Contribute to the annual technology and Online safety conferences.

13. Support schools in raising awareness of online safety through the provision of online Safety awareness training to children, parents & carers, teachers and governors.

14. Work to and contribute to requirements set down in service delivery plan.

15. Create digital content which can be disseminated to schools to support home learning/ catch-up provision.

16. Deliver online safety training to colleagues in other council services as required to support safeguarding requirements.

17. Ensure online safety knowledge is kept up to date and relevant to current statutory requirements and guidance issued by the UK Council for Internet Safety.

18. Provide advice and guidance to schools about technology that can support whole school anytime learning such as Google Classroom/ Microsoft 365.

Health and Safety

- To use equipment as instructed and trained.

- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity**. You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability**. You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication**. You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.

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