Position	Digital Learning Technical Support/Trainer
Location	All 3 Schools in the Family of Schools
Reporting To	Deputy Principal
Hours	Part Time (2-3 days per week) - Term Time Only
Contract Type	Fixed term (to end of Summer Term 2022)
Salary	Competitive
Start Date	September 2021

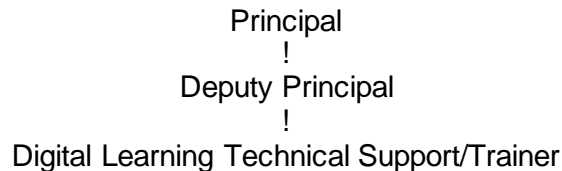| Jack and Jill Family of Schools |
|---|
| The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951. It is now one of the few remaining family-run educational establishments in the UK.

 All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy, as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

 The Family of Schools is comprised of three schools:
 • Jack & Jill Nursery and Reception (Twickenham)
 • Nightingale House Pre-Preparatory School (Hampton)
 • Clarence House Preparatory School (Hampton Hill)

 The Jack & Jill Family of Schools is inspected as one body. The Family of Schools was judged 'outstanding' by Ofsted in January 2020. |

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Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart

Principal
!
Deputy Principal
!
Digital Learning Technical Support/Trainer

Purpose of Role

At the Jack and Jill Family of Schools, we have worked hard to develop a fantastic learning environment and exciting curricula for children aged 2-11. The Heads of Schools are responsible for maintaining this, with the support of several subject leaders. The post holder will be key in delivering the vision of the heads of school, and subject leads, with the use of digital technologies.

Job Content
This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Promote Digital Technologies
As a STEM school, we have developed some innovative and exciting ways to deliver our curricula; Covid-19 lockdowns incentivised the Family of Schools' teachers to learn new ways of working, so pupils could learn remotely. We want to build on this in 2021-22.

The post holder will:
- Regularly research how learning and technology is being enhanced within the classroom. Explore how new ideas can be implemented within a STEM school with a traditional ethos.
- Speak with teachers and look at plans to see whether there are apps or new technologies that could bring learning to life – so computing becomes part of every subject rather than a standalone subject in itself.
- Train teachers to make the most of the technology we have, which includes Microsoft Teams, Showbie and banks of iPads.
- Identify new technology to enhance learning.
- Train teachers to use the new technology.
- Write 'how to…' guides to help teachers learn how to use the new technology.
- Assess the impact of digital learning.
- Maintain the School's online platforms for teachers.
- Research new possibilities to embed technology within the curriculum.
- Support teachers in developing their lessons through promotion of new apps or technology to enhance their lessons.
- Support parents in how technology can be used meaningfully and purposefully.

This work will involve close collaboration with our I.T. lead and the S.T.E.M. lead.

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2. Developing and working with others

Motivate, support, challenge and develop staff to set high standards and secure continual improvement including his/her own continuing professional development.

Hold training and coaching sessions, including co-ordinating sessions on INSET days.

3. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the schools' safeguarding policy.

The post holder is required to place online safety as the highest priority in recommending, promoting and introducing new practice.

4. Other duties

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the School.

What we can offer

First and foremost, this position offers you an opportunity to work flexibly in a family of outstanding schools.

This is an exciting opportunity for an individual with excellent knowledge of digital technologies. No two days will be same. You will be testing out new apps and exploring how this app could improve pupil's retention of knowledge.

We are looking for someone who is excited by change and keen to pioneer research and develop new ways of working for parents, teachers and pupils.

Person Specification

The criteria below will be assessed by the application form (A), task (T), interview (I).

The task will include a presentation during the interview and an exercise to observe a lesson and recommend digital enhancements.

Attributes	Essential	Assessment Criteria
Qualifications	• Degree level or equivalent and evidence of up-to-date CPD.	A
Experience	• Extensive technical experience of digital learning, ideally within an education setting.	A, I
	• Experience of writing technical instructions for staff and lead technical training sessions & supporting others on digital resources.	A, T
	• Essential: Able to write intuitive how-to guides and documentation.	A, T
	• Essential: Experience with the following:	
	• iOS apps for education	A, T

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	• Microsoft Office 365 and SharePoint	A, T	
	• A range of online learning platforms	A, T	
Knowledge	• Extensive technical knowledge of ICT systems (see above). Knowledge of apps and resources suitable for education and the ability to be discerning in their adoption and application.	A, I	
Leadership	• Experience of developing, monitoring and evaluating the effectiveness of digital learning.	A, I	
	• Evidence of inspiring and motivating colleagues to use digital resources.	A, I, T	
Vision	• Passion for S.T.E.M.	I	
Other Skills and Abilities	• Excellent oral and written communication skills and good listening skills.	I, A, T	
	• Approachable and promotes positive working relationships.	I	
	• Excellent IT skills.	A, I	
Behaviour	• Demonstrates high standards of personal integrity, loyalty, discretion and professionalism.	I	
	• A calm, patient and reassuring manner.	I	
Safeguarding	• Commitment to safeguarding and welfare of all stakeholders.	I	

Application Process

To apply for the post, please complete an application form on the School's website and return to HR: hr@jackandjillschool.org.uk

CLOSING DATE: 30th July 2021

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