

JOB DESCRIPTION

ICT TUTOR TECHNICIAN

Job Title	ICT Tutor
Responsible to	Head Teacher/Deputy Head Teacher
Key Internal Contacts	Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Central Office Staff
Key External Contacts	Service User relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

JOB PURPOSE

To provide a high quality education service to Service Users and in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body. To provide a high quality tutoring service, taking lead in the use of ICT as a subject and throughout the curriculum and to support with the development of ICT provision within the school

KEY TASK AREAS AND RESPONSIBILITIES

Service Users (as defined by the relevant service e.g. Young People/Young Adult/Students)

- To plan, deliver and teach ICT to individual students or small groups, in accordance with the School's Curriculum framework and related policies
- To monitor, record and report on student progress
- To contribute to and help implement developments that relate to the School Development Plan
- To promote, in line with Company policies, the physical, educational and moral development of the students
- To contribute to the development and implementation of an environment and programme of learning for the individual student to ensure progression at an appropriate and satisfactory rate
- To support the class teacher in organising the classroom, its resources, student groupings and displays to provide a stimulating learning situation appropriate for students with autistic spectrum disorder
- To work collaboratively with the class teacher to adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site
- To ensure Learning Support Assistants and care staff (where necessary) are well briefed and able to produce appropriate and effective resources/teaching aids
- To support, plan and deliver training to Learning Support Assistants and (where appropriate) care staff, related to specific subject areas as required
- Work with and manage challenging behaviour, enabling Service Users to develop from needing external control, to developing self control

- To play a full part as a member of the School's multi-professional team, ensuring effective working relationships with colleagues
- To maintain regular communication both informally and in meeting times, ensuring the individual needs of the student are being met effectively.
- To ensure that the available equipment and resources are used, stored and maintained efficiently
- To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body
- To keep up-to-date with specified subject area, educational practice and autism-related information
- To ensure that all relevant education policies and procedures are implemented in full
- Safeguard all students and ensure their safety and wellbeing
- Communicate effectively with care staff to ensure a consistent approach and to provide a daily link between School and Home
- Liaise with staff from other departments to provide a consistent approach to all aspects of Service User education and care
- Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent approach to education and care of Service Users

ICT RESPONSIBILITIES

- To assist in setting up and maintaining ICT hardware and software, including installation of applications and anti-virus software. To assist in consulting users to ensure their views are taken into account in relation to the planning of hardware, software and services
- To assist in optimising network performance by assisting in re-cabling under the instruction of IT support at Central office
- To assist in the maintenance of network security, including checking sites accessed by students and monitoring password security. To assist in ensuring equipment is stored and used safely, including carrying out and recording statutory electrical testing
- To provide a high quality technical fault-finding and support service. To carry out repairs, where possible under the direction of IT support at Central Office. To ensure all faults identified and work carried out is recorded
- To provide ICT technical support to the School and home where required, including the operation of audiovisual equipment in relation to presentations, open days, productions etc
- To assist in copying data/material and in the archiving of visual media
- To prepare, maintain and store and transport equipment and resources, including updating the inventory. To source and order printer cartridges on behalf of the school
- To assist in maintaining the school's email service where appropriate
- To assist teaching staff in the use of ICT equipment, including printers, cameras, interactive whiteboards and projectors. To assist teaching staff in the use of software, including Microsoft packages, video editing software and other specialist software

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

ICT TUTOR TECHNICIAN

	Essential	Desirable
Experience		
Experience of work with autistic spectrum disorders and/or challenging behaviour		✓
Experience of work within a education/residential setting	✓	
Experience of planning, delivering and teaching lessons	✓	
Skills, Knowledge and Aptitudes		
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Ability to record information accurately	✓	
Good organisational skills	✓	
Ability to deal with complex and challenging behaviour	✓	
Ability to demonstrate empathy	✓	
Good IT skills	✓	
Ability to tailor teaching and learning to the needs of individual students	✓	
Ability to lead and coordinate effectively	✓	
Qualifications and Training		
Relevant Teaching Qualification	✓	
Willingness to work towards further qualifications as required	✓	

Undertake relevant group induction training on commencement

✓

Other

Commitment to the values of the organisation

✓

Driving licence

✓