



Great Wyrley Performing Arts High School

Hall Lane
Great Wyrley
Walsall
WS6 6LQ
Tel: 01922-857030
Fax: 01922-857066
headteacher@gwpahs.org



E-learning Web Development Technician

Job Ref: X1483 Grade 5, scale 16-20

Statement of Purpose

Under the direction of senior staff, effectively support the operation and development of the internal, external, learning platform and the online management information system.

Support for Websites

- Develop and maintain all the internal and external websites.
- Assist in the development of all aspects of the online information system.

Curriculum Support for Students and Staff

- Provide support and guidance to staff and students on the use of the learning platform, websites and management information system.
- Create e-learning resources for the website under the direction of teaching staff.
- Development of resources for the website.
- Deliver individual and group training for staff and students, in-conjunction with senior leaders, teachers and external providers.

Application Development

- Develop and maintain the information system.
- Use technical scripting (using server-side and client-side scripting), to develop websites and the information system.
- Retrieve data and produce reports as required
- Maintain consistency, accuracy and integrity of data.

Support for ICT Systems

- Update and maintain school and associated website and learning platform.
- Provide support and guidance to staff and students on the school's ICT systems.
- Assist the technicians in providing technical backup with hardware and software issues as required by the Network Manager.

Support for the Community

- Develop external websites on request.
- Liaise professionally on community projects as requested by senior leaders.

Support for Organisational Management

- Contribute towards policy and procedures with reference to websites and e-safety.
- Keep abreast of, and conversant with, all relevant legislation, policy, technological developments and techniques.
- Contribute towards the ICT Action Plan with other senior staff within the ICT team.

Support to School (This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.



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- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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E-Learning/Web Development Technician Level 3

Essential Criteria Measured By Experience

- Experience of web development
- Experience of hardware and software implementation and problemsolving in an ICT environment

AF/I

Qualifications/Training

- NVQ3 for IT practitioners or appropriate equivalent qualification or experience.

AF

Knowledge/Skills

- A working knowledge of current ICT installations and relevant equipment/standards, e.g. SCORM compliance.
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to organise, lead and motivate other staff.
- Good communication skills.
- Ability to relate well to children and adults.
- Good organising, planning and prioritising skills.
- Methodical with a good attention to detail.

AF/I

Behavioural Attributes

- Customer focused
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener
- Takes responsibility and accountability
- Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations
- Is committed to the provision and improvement of quality service provision
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive
- Communicates effectively
- Has the ability to learn from experiences and challenges
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

AF/I

AF - Application form I - Interview

Note 1:



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In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.***
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- Emotional resilience in working with challenging behaviours and***
- Attitudes to use of authority and maintaining discipline.***

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