

Roles of ICT Coordinators

The ICT Co-ordinator should:

- Liaise with the Senior Management Team on all ICT issues
- Be responsible for planning and purchasing resources (both hardware and software)
- Co-ordinate the cross-curricular planning and delivery into a single coherent framework
- Assist with raising awareness and the implementation of cross-curricular ICT
- Disseminate relevant ICT information throughout the school to appropriate members of staff
- Plan and where appropriate, deliver suitable INSET
- Advise other teaching staff on up to date developments of hardware and software
- Be aware of current ICT developments both local and national
- Maintain an IT infrastructure inventory for the whole school. (assets register)
- Co-ordinate the activities for all the staff concerned with developing and maintaining ICT resources
- Know the ICT capability of the staff (skills audit)
- Regularly review and update that information
- Ensure policies are in place: ICT (discrete, cross curricular, planning, curriculum Map, Assessment and Levelling, permissions); Internet, Acceptable Use Policy (AUP), E-Safety

Issues to keep in mind:

- Resourcing is a whole school issue. This should be reflected in the policy
- Subject co-ordinators could have specific requirements for hardware. Is there provision for them to be a part of the decision making?
- How is e-safety awareness delivered across key stages?
- Is there a statement in the Home School Links document? (AUP)
- Are the systems secured? (AUP)
- How is this reflected within the AUP?
- Equal opportunities must be made available to all pupils
- Is there special funding to provide targeted software or specific hardware for SEN children?
- Do all relevant teachers know what is available for the specific special needs children in their care?
- Are Health and Safety issues being monitored and adhered to?
- What role are the parents asked to play in the development of ICT in school? (parental engagement)
- How can parent support school ICT work in the home? (Anytime, anywhere access)
- Is the access for the children the best that can be arranged? (pupil voice, school council)
- Is maximum use being made of the resources?
- Are peripherals managed effectively?
- What is the vision for ICT, long and short term?