


THE RADCLYFFE SCHOOL

“Working Together for Excellence”

JOB DESCRIPTION

Post Title:	Virtual Teaching & Learning Environment Programmer
Purpose, to: 	<ul style="list-style-type: none"> • Develop the school’s Virtual Teaching & Learning Environment • Develop differentiated interactive teaching and learning materials to support personalised learning • Use the latest technology to introduce and develop a Virtual Learning Environment • Advise VTLE Manager on new developments in ICT based learning • Work with Teachers to embed ICT into their subject teaching, and introduce the benefits of ICT to teaching and learning to support the personalized learning agenda in an identified curriculum area • Provide a range of tools to help teachers and learners get the most out of these ICT-based materials • Ensure that the school always remains at the forefront and cutting edge of developments in ICT • Contribute to raising standards of student achievement and attainment • Promote actively the school’s corporate policies and develop teamwork in pursuit of the school’s goal of corporate excellence
Reporting to:	VTLE Manager
Responsible for:	None
Liaising with:	Head/Deputies, other Heads of Faculty/Department, Achievement and Access Team, relevant staff with cross-school responsibilities, relevant support staff, Oldham Local Authority staff.
Disclosure level	Enhanced
Working Time	Full Time, Full Year (To include GCSE Results Day in August) To be prepared to work flexible hours as the demands of the work dictate.
Salary	Scale 5 (NJC points 22-25 £19,621 - £21,519)
MAIN (CORE) DUTIES	
Operational/ Strategic Planning, to:	<ul style="list-style-type: none"> • Work closely with the VTLE Manager in the development of VTLE in the school • Programme and solve application problems • Write specifications and design, build, test, implement and sometimes support applications using programming languages and development tools • Devise possible solutions to predicted problems, evaluate other options • Write documentation for the operation of programmes by users and computer operators • Update, repair, modify and expand existing software and generic applications • Support and advise subject areas in the use of ICT to enhance learning • Support, advise and lead VTLE colleagues in your area of expertise • Provide advice and support to members of the teaching staff regarding the use of the VTLE • Promote the application of ICT as a tool across the school • Support the implementation of the school’s vision for personalised learning as identified in its Personalised Learning Vision Statement • Contribute to the whole school’s planning activities • To prepare school videos and promotional materials as required • To support and enable exam results analysis if so required • To attend all parent consultation evenings and parent information evenings as required • To work as a member of a designated team and to contribute positively to effective working relations within the school
Continuing Professional Development, to:	<ul style="list-style-type: none"> • Attend Whole Staff Meetings and other meetings and training as required by the school • Engage actively in the Performance Management Review process • Provide training on the VTLE for school staff • Support the embedding of ICT in subject teaching • Research and keep abreast of emerging technologies in order to be able to deliver the most up-to-date solutions, including learning new programming languages or technologies

Quality Assurance, to:	<ul style="list-style-type: none"> • Work with the VTLE Manager to establish common standards of practice • Participate in the monitoring and evaluation of the faculty/department in line with agreed school procedures • Help to implement school quality procedures and to adhere to those • Work with the VTLE Manager in the review, development and management of activities relating to the VTLE
Management Information, to:	<ul style="list-style-type: none"> • Maintain appropriate records and to provide relevant accurate and up-to-date information • Complete the relevant documentation to assist in the development of the VTLE. • Track the use of the VTLE
Communications, to:	<ul style="list-style-type: none"> • Comply with data protection legislation • Communicate effectively and professionally with the parents of students as appropriate • Communicate and co-operate with external agencies • Follow agreed policies for communications in the school • Ensure that the highest standards of confidentiality are maintained when dealing with any kind of data/information relating to staff and students
Management of Resources, to:	<ul style="list-style-type: none"> • Assist in the identification of resource needs and to contribute to the efficient /effective use of physical resources • Co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students • Assist the VTLE manager in identifying resource needs and to contribute to the efficient/effective use of physical resources • Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School and the students
Marketing and Liaison, to:	<ul style="list-style-type: none"> • Contribute to the school marketing activities, e.g., the collection of material for press releases
Other Specific Duties:	
<ul style="list-style-type: none"> • Undertake other duties within the school in line with changing circumstances as agreed with the Headteacher. • To be a Personal Learning Guide (PLG) • Play a full part in the life of the school community, to support its distinctive mission statement and ethos and to encourage staff and students to follow this example. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops an identified disability • This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. 	
Date 03/11/11	Headteacher H S Hayer