JD 448   JUNIOR WEB & E LEARNING DEVELOPER

Responsible for: The Junior web developer is required to work as part of the SPH IT team and actively support the aims and ethos of SPH. The role is primarily to support the Web & E-Learning manager in their day to day duties; whilst actively training to become a fully-fledged full stack web developer. Training will be organised with the Web & E-Learning manager and LT Link and regularly reviewed.

Reporting to: Asst Headteacher (link)
Web & E Learning Developer

GENERAL DUTIES OF ALL SUPPORT STAFF

1   To support the school directly and/or indirectly in the fulfilment of its Catholic mission, and to identify with our Catholic/Christian ethos and behavioural standards.

2   To ensure prompt attendance for duty at the appointed time (see over). Colleagues are asked to avoid casual changes to the hours shown, unless these are negotiated with the line-manager and relayed to any other members of staff who may be affected by them. The working of additional hours may be a personal and voluntary matter, but when this is requested by the school, there will be an entitlement to additional pay. Term-time only staff are not required to attend for working school INSET day closures, unless by special arrangement.

3   To ensure any absence is reported by contacting the school on the day of absence **before 7.45am** on 01243 552055 using the answer phone, option 2. Give your name and brief details of your absence and its expected duration. On return from absence, please see the Cover Manager in order to sign back on for duty.

4   To sign in/out as appropriate in cases of late arrival or leaving the premises during the normal hours of working.

5   To be aware of and support the school's policy on Health and Safety, particularly:

- To be aware of likely hazards, emergency procedures, first-aid provision and procedures for accident reporting.
- To wear/use any appropriate safety clothing and equipment.
- To report all damage, hazards and defects to the Site & Premises Manager.
- To conduct all activities in such a way that the health and safety of pupils and colleagues are safeguarded.

6   To participate in the system of performance management/professional development operated by the school.

7   To carry out any reasonable professional request made by the Headteacher, Leadership Team or other line-manager, provided that it is compatible with prevailing conditions of service and employment law.

[SEE OVER FOR SPECIFIC DUTIES OF THE POST]

SPECIFIC DUTIES OF THE POST

Current hours per week:	37 hours. Full time (all year round)
Current duty day(s)	
and time(s) per week:	Monday-Thursday (0800-1600); Friday (0800-1530)
Current salary:	Grade 4 pt 14 (£16,781pa)

Duties and Responsibilities include but are not limited to:-

- Assisting the Web & E-Learning manager to design, develop, test and maintain school websites and web applications to further forward Teaching and Learning.
- Providing support for the new mySPH system that has been designed and developed in house.
- Maintaining and updating existing websites and web applications.
- Assisting to design and develop new projects as the need arises
- Working with key stakeholders to discuss user needs, as well as selling any projects to users to ensure they are used effectively
- Keep up to speed with changes in e-learning technology to help inform SPH IT direction.
- Work with IT Network team to ensure that the network can support mySPH features effectively including backup and security.
- Assisting to produce supporting documentation, user guides, demonstrations and other training materials to assist key stake holders.
- Help to monitor and evaluate the effectiveness and impact of technology on learning, staff and student collaboration, parental engagement and communication with stakeholders.
- Provide support with the continued development of the BOSCO MAT branding.
- Keep abreast of new technologies and issues relating to the use of technology for learning and teaching and as a tool to support the operations of SPH.

Supporting students learning
- Talk to students to sell the mySPH vision.
- From time-to-time, assist learners (students) and teacher inside and out of the classroom to support them with using technology for learning.

Applications
- Follow project plans to help ensure deadlines are met and projects are delivered on time.

Other
- Ability to time-manage effectively on small and large scale projects

Competencies and Personal Qualities

- Outstanding communication and interpersonal skills are essential, especially as part of this role involves working directly with students and teachers inside and out of the classroom
- A good understanding of graphical user interface design, consistency, attention to detail and high standards are essential
- Work effectively as part of a team, understanding SPH roles and responsibilities and your own position within these
- Organised with good administration skills and highly motivated
- Literate, numerate and ICT proficient
- Able to exercise discretion and confidentiality;

Any other duties or tasks as requested by the Headteacher or line manager from time to time that are commensurate with grade and ability.