**Balmalloch Primary School**

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**Digital Leader Job Specification**

**The role of a Digital Leader at Balmalloch Primary School will be:**

1. To offer technical support in classes and at school events.
2. To share digital technology skills and knowledge with staff and pupils.
3. To be digital journalists that report on our digital journey and events.
4. To have **FUN** while developing your own digital technology skills and experience.

**This role may involve:**

* Writing and commenting on blog/Twitter posts.
* Helping staff to learn new programmes.
* Supporting teachers across the school when they teach digital technology and use new hardware or software.
* Attending events and other schools to share our digital learning journey.
* Attending parent events to gather feedback digitally.
* Attending lunch time or after-school training for yourself, staff and parents.
* Trialling new software or digital technology and writing reviews to help Miss McCarthy decide whether she will purchase the equipment/software.
* Keeping our digital technology equipment organised and in good condition.
* Going on digital learning walks to see what is going on across the school and taking photos to put on the school website.
* Finding out what other children think about digital learning and technology in our school, listening to their views and ideas
* Teaching and supporting pupils across the school with the use of digital technology.
* Acting as online safety ambassadors.
* Reporting to visitors, staff, parents and pupils on how digital technologies are being used in your school.
* Working with Digital Leaders from other schools to receive training, share good ideas and explore exciting stuff.
* Having a great deal of fun!

**Skills and qualities of a good Digital Leader**

* Interest in digital technology
* Responsible
* Good organisation and time management
* Reliable
* Team player
* Confident when meeting new people and talking in front of others
* Patient
* Excellent at problem solving
* Enthusiastic
* Rights respecting

**Mrs Convery will always make sure you have enough training to manage the tasks above.**