

# High Grange

## Job Description

**Job Title:** *Computing/IT Specialist Teaching Assistant with some Technical responsibilities.*

**Reports to:** *Senior Leadership Team, Individual Line Manager*

**Type of Position:** *Full Time (37.5 hours a week)*

## Job Purpose

High Grange School is seeking a proactive Teaching Assistant to join the Computing/IT department. This full-time role will focus on supporting the delivery of the Computing curriculum. The successful candidate will work closely with the department's IT and Computing leads, contributing to the efficient running of the department and the delivery of high-quality lessons.

The ideal candidate will assist with day-to-day operations, including lesson preparation, resource preparation, and providing teaching support. A key responsibility will be ensuring the safe and effective use of IT resources and maintaining a secure and organised learning environment. Strong organisational skills and the ability to work collaboratively within a team are essential for this role. We are looking for proactive, dynamic, and detail-oriented individuals to apply.

This position is well-suited to candidates with formal qualifications or experience in Computing, IT, or a related field, who are looking for a new challenge. Successful applicants will be expected to complete a Level 3 Teaching Assistant qualification (if not already held) and may be required to undertake additional job-specific qualifications, such as safeguarding training or IT-related qualifications.

The successful candidate will support students' learning in alignment with the school's policies and procedures. All pupils have a diagnosis of high-functioning Autism Spectrum Condition, with possible additional diagnoses including PDA, ADHD, and mental health barriers. Familiarity with safeguarding policies, including those outlined in Keeping Children Safe in Education 2025, is essential.

In addition to supporting the curriculum, the successful candidate will also assist with technical IT support across the school. This will involve tasks such as troubleshooting internet connectivity issues, managing software updates, resolving problems with printing, and assisting staff with password resetting and creating new staff logins. The role will require close collaboration with the school's wider technical support team to ensure that all IT systems run smoothly and efficiently, enabling staff and students to make the most of the technology available to them.

This is an exciting opportunity to join a forward-thinking and innovative school. The ideal candidate will have a passion for Computing and IT, with a commitment to supporting students in developing their technical skills. They will also contribute to the development and improvement of the curriculum, ensuring it aligns with the latest industry practices and educational research.

The successful candidate will play a key role in promoting high standards of pupil learning, achievement, progress, and behaviour by collaborating effectively with the Computing/IT subject lead.

### Main Duties & Responsibilities

- Support the everyday running of the Computing/IT department.
- Maintain a tidy, organised, and resourceful learning environment conducive to exceptional learning in Computing and IT.
- Have a strong understanding of IT systems and software, offering effective support to students & staff in developing their technical skills and understanding of computing concepts.
- Demonstrate good use of technical terminology and clear communication when interacting with students, staff, and colleagues.
- Assist with the preparation and organisation of resources for IT lessons, including software, hardware, and digital learning tools.
- Be familiar with the intent, implementation, and impact of the Computing curriculum at High Grange School.
- Support the Computing teacher(s) in the ordering and management of IT resources and materials, ensuring they are up-to-date and fit for purpose.
- Assist in the production and/or updating of IT-related displays, ensuring they are engaging, accurate, and relevant to the current topics being taught.
- Provide academic support to students during lesson time, helping them develop their understanding of computing concepts, programming, and practical IT skills.
- Carry out regular checks on IT resources, including computers, software, printers, and other digital tools, ensuring they are well-maintained and functioning properly.
- Support troubleshooting tasks such as fixing printer issues, internet connectivity, resetting of passwords, and managing user accounts for staff and students.
- Assist with the creation and management of new staff logins and permissions, ensuring secure access to the school's IT systems.
- Undertake regular IT audits to assess the condition and state of repair of hardware and software across the school, ensuring systems are up-to-date and meet the school's requirements.
- Engage in relevant Continuing Professional Development (CPD) as applicable to the role, keeping up with new developments in computing, IT education, and technology management.
- Perform a range of administration duties, including updating workbooks and supporting with the monitoring of students' progress within IT subjects.
- Provide cover for any absence of the Computing teacher (for up to two consecutive days), ensuring that lessons continue smoothly with the use of IT resources.
- Complete the Level 3 Teaching Assistant Qualification (if not already held).
- Be committed to the school's ACE ethos, focusing on promoting resilience and a growth mindset in students, particularly through the use of technology.
- Stay up to date with, and remain knowledgeable of, the National Curriculum requirements for Computing and IT, ensuring planning and lessons align with current best practices in digital education.
- Be actively engaged in CPD and contribute to the school's process of self-evaluation and development in the context of Computing and IT education.

- Help differentiate resources and materials to ensure all students, regardless of ability, can access and engage with IT lessons effectively.
- Follow and implement the school's empowering resilience through ACE policy, fostering problem-solving, creativity, and teamwork through the use of technology.
- Encourage students to develop their creativity, independence, and responsibility in their learning and progress in IT and computing.
- Be committed to the school's systems for targeting and monitoring pupil progress in Computing and IT, ensuring that students make measurable gains in their technical understanding and skills.

## Person Specification

### **Qualification & Experience**

- Level 3 Teaching Assistant Qualification (option to complete as part of the role)
- GCSEs at Grade B/equivalent or above in IT/Computing and Grade C/equivalent or above in English & Maths.
- Experience working with children and young people, particularly those with Autism Spectrum Condition and associated difficulties.
- Experience of working in an IT/Computing environment or technology-based department.
- Willingness to undertake Continuing Professional Development (CPD).
- Previous experience working in partnership with parents to support students' learning.
- Emergency First Aid (option to complete as part of the role).
- A passion for IT and Computing, and a desire to support students in developing their understanding of computing concepts, digital skills, and technical applications.

### **Knowledge and Skills**

- Experience of working with children with Special Educational Needs (SEN), particularly those with high-functioning Autism.
- A solid understanding of the Computing/IT Curriculum, including hardware, software, programming, and digital literacy.
- Good knowledge and experience of Windows 10/11.
- Good knowledge and experience with Google Chromebooks and Google Admin.
- Good knowledge and experience of Apple iOS.
- Good knowledge of troubleshooting skills such as hardware/monitors/speakers/network.
- Experience working with pupils from Early Years Foundation Stage (EYFS) to Key Stage 5.
- A good understanding of technical IT principles, applications, and practical usage in the classroom.
- Ability to adapt teaching methods to support a range of abilities and learning styles in computing subjects.
- Effective communication skills, both written and oral.
- Ability to form strong relationships with students and staff.
- Experience in using and maintaining digital tools to support IT learning (e.g., computers, software, learning platforms).
- Experience working with children who have challenging behaviour.
- Understanding of basic safeguarding and health & safety requirements in a technical learning environment.
- Excellent organisational skills and ability to manage multiple tasks effectively.
- Ability to prioritise tasks effectively and be flexible in approach to meet pupils' needs.

## **Personal Qualities**

- Committed to making a positive impact on students' learning and development in IT and Computing.
- A genuine love for technology and an eagerness to learn about new developments in the field.
- Enthusiasm for Continuing Professional Development (CPD).
- Reliable, dynamic, and adaptable in supporting the needs of students.
- Supportive and collaborative with colleagues, particularly in practical, hands-on IT/Computing lessons.
- Exceptional attendance and punctuality record.
- Good sense of humour and ability to remain calm under pressure.
- Ability to think creatively and outside of the box to support the diverse needs of students, particularly those with Autism.
- Proactive in the working environment and always looking for ways to improve learning experiences in IT/Computing education.
- Self-confident and resilient in the face of challenges.
- Ability to develop positive, productive relationships with students and parents.
- Patience, perseverance, and persistence in supporting student progress in IT.
- Ability to encourage and empower students to achieve their full potential in digital literacy and technical skills.