



# Bridge Farm Primary

## 'Living and Learning Together'

*Young Leader – Job Description and Application Form*

*Vacancy – Digital Leader*

*Years 4, 5 and 6*



### **Job Description**

You will be responsible for the maintenance of the ICT Suite, setting up and shutting the computers down as well as supporting staff and pupils with trouble shooting. You will also learn how to be successful Digital Leaders and develop your own skills in this area through the Digital Leadership course that will be provided in school. As a Digital Leader, you will...

- Be **reliable** and **responsible** for maintenance of the ICT Suite
- Develop your own leadership skills
- Encourage and model positive behaviours around computer technology and online safety
- Set up the computers each morning
- Shut down the computers and tidy the ICT suite at the end of the day
- Support the Computing Leader (Mr Dixon) with implementation of new school initiatives
- Support other young leaders with marketing and newsletters
- Be available at break times to support staff and children with technical support
- Take part in a Digital Leadership course, run weekly by Mr Dixon

Successful applicants are each given one day in the week to carry out their duties. On your day you will be required in the ICT Suite at 8.50am to set the computers up and 3.00pm to shut them down and ensure the room is tidy. The school will be aware of who the Digital Leaders are and may ask for technical support during break times. You will be required to attend the Digital Leaders course every Thursday lunchtime.

### **Who are we looking for?**

We are looking for **reliable** and **responsible** pupils who can help to maintain the ICT Suite and support staff and children with technical issues. Someone who is confident with technology and most importantly computers, and keen to offer support to others would be perfect for this role!

If you would like to apply for this role, please complete the application form below telling us about yourself and why you feel that you would be good for the job.

Return your application to Mr Dixon by **Monday 21st October**. You may then be invited to an interview where you will answer questions about the job description above. Teachers will then make their selection following the interviews.



## *Application Form*

### *Digital Leader*



NAME:

DATE OF BIRTH:

CLASS:

**WHAT MAKES YOU SUITABLE FOR THIS JOB?**

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**WHY DO YOU WANT TO BE A DIGITAL LEADER?**

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**WHAT ARE YOUR BEST QUALITIES?**

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**WHAT SKILL WOULD YOU LIKE TO DEVELOP BY BEING A DIGITAL LEADER?**

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***Don't forget to use the Job Description to help with your answers!***

*Please submit application to Mr Dixon by Monday 21st October 2019.*