**JOB DESCRIPTION**

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|  **DIGITAL STEWARD** |

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| 1. **KEY RESPONSIBILITIES:**

       **Assist with the events such as E-Safety Week**       **Keep up-to-date with popular games, apps etc and advise staff of them**        **Write a regular ‘Digital Safety’ Tip for the newsletter*** **Lead an Assembly once a term on a Digital theme**

**This is a new role and you will also be involved in developing it for future years** |

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| 1. **SKILLS REQUIRED**
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The following skills are required for this position:

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| **Communication**  | Excellent written and verbal communication skills and an understanding of how to communicate with both adults and children. Confidence in front of an audience for assemblies. |
| **Team work**  | This is a new role and the digital stewards will work together with the Computing Coordinator to shape it. You will also need to work as a team to divide up responsibilities for events and assemblies. |
| **Leadership** | An ability to lead events during E-Safety Week and to be a trusted person that younger children could approach for advice. |
| **Planning and organising**  | A key element of this stewardship is organisation. You will need to plan your time effectively and liaise with staff members and other children. You do not need to spend lots of time playing games online! |

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| 1. **PERSON SUMMARY**
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You will enjoy a variety of computing activities and should be able to appreciate those programmes enjoyed by other people as well. You will be sensible, responsible and trustworthy and understand how to stay safe online. You will keep up-to-date with new programmes and be aware of new issues with e-safety.

You should be very well organised, an excellent communicator and able to work to deadlines.

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| 1. **ORGANISATIONAL RELATIONSHIPS**
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Reports to: Kate McCallam, Nathan Walton

To apply for this role send a letter of application, detailing why you would be suitable and what you would hope to achieve in the position to:

Email: katy.cave@boothamschool.com

Closing date for applications is 8am Monday 21st September.

Interviews will take place in the week commencing 21st September