Teachers' Support Pack

What is a Herefordshire Digital Leader?

A digital leader is a pupil who is part of a digital leaders' team within a school, their role is to support the use of technology, particularly the use of iPads across the school. Schools participating in the *Herefordshire Digital Leaders Programme* are supported in various ways as they set up and support a digital leaders' team.

Pupils apply to be a part of the team which is drawn from years 4, 5 and 6. Ideally children will be drawn from a mixture of year groups for the sake of continuity from year to year.

The digital leaders are given training and support to develop specific areas of expertise in supporting learning with technology. These areas of expertise can be self determined, or may be a particular request for a specific item of hardware or software. Once a pupil gains an area of expertise, members of staff may request the use of a digital leader for a variety of different functions.

The digital leaders team can be any size you like, but we suggest a group of 6 to begin with.

Precisely how you delegate responsibilities to your digital leaders is up to you but the kinds of jobs they may be performed are:

- Support the use of iPads and computers in school to support learning

- Share their skills and expertise with other pupils, classes and teachers.

- Assist teachers and other pupils in understanding coding applications.

- Set up equipment in classrooms for teachers.

- Update and monitor areas of the school website or school / class blog.

- Test and review new digital resources (websites, computer software, hardware or apps).

- Feed into whole school decisions about future development of technology.

- Lead lunchtime or after school computing / iPad clubs.

- Support teachers in using technology in the classroom.

- Run or contribute to parents' meetings.

- Share expertise with other schools and at conferences.

- Have a good understanding of how to stay safe with technology and share that with others.

- Provide first line technical support in school.

- Be responsible for certain maintenance tasks with particular technology.

- Attend staff meetings to train staff.

- Create how-to video help guides.

- Attend training sessions when they are arranged both in and out of school.

How will I be supported by the Herefordshire Digital Leaders Programme?

We will support you and your digital leaders at all stages of their development in a variety of ways. This means that each of your digital leaders will feel a part of a county wide support network (with links to a national one). You will have all the support to get up and running without having to sort things out for yourself. Specifically we will:

- Provide you with the resources and documentation you need to get up and running.

- Supply you with badges for your digital leaders.

- Run a digital leaders induction day for new members of the team each summer term.

- Run workshop days for you and your digital leaders on a termly and regional basis (precise locations will depend on demand). Each will have a published focus and you can attend as many as you wish.

- Give you access to our entire free course programme and invite you to bring along two digital leaders to any course (course fees apply to non SLA schools)

- Provide a login to the *Herefordshire Digital Leaders' Blog* for you and each member of your team where pupils (and teachers) can exchange ideas and request support.

- Support you in school (as required / requested) for specific projects / needs.

Planning

Determine the size of the digital leader team (we suggest 6 children, two from each of years 4, 5, 6.)

Involve any other members of staff who can facilitate and support the team.

Consider on what basis you will organise a suitable time and a space for the team to meet on a planned basis.

Prepare / adapt all necessary documentation (see appendices).

Assembling your team

Generate excitement about the Digital Leaders Team and the positions by posting the digital leader advert before you inform the children of the new roles.

Promote the role of digital leader across the school and with parents. Reinforce the idea that this is an application process, and not everyone who wants to become a digital leader will necessarily be successful.

Ensure application forms and the job description is available.

Interest is likely to be great. Put in place a system for pupils to return their completed application forms, and set a cut-off date.

Hold interviews and appoint the best candidates.

The First Sessions

The easiest way to get up and running with your new team (or new members of an established one) is to come along to one of the digital leader induction days we run each year in the summer term. We will guide you and them through the process. If you want to go it alone though, here are some thoughts.

Use the Herefordshire Digital Leaders' Blog to establish contact with digital leaders in other schools. Optionally you could set up a digital platform for your own school. This could be via a closed section of your school website or choose a free platform such as Edmodo, Google Apps for Education, Office 365. This can be used to allow the Digital Leader Team to communicate, internally as well as with the whole school.

Decide with your team which skills pupils should develop to become experts. Pupils may have their own ideas, and should be encouraged wherever appropriate. The digital leaders team can also undergo training for existing apps, hardware, software etc in school, especially if there is equipment that may be underused.

Set deadlines to adhere to, in order to maintain momentum. Set calendar dates for future meetings.

As digital leaders develop areas of expertise, start a digital leader request service. The request service allows teachers to request the support of the digital leaders.

Appendices

Calling all Y4, Y5 and Y6 pupils

Wanted: Digital Leaders

Are you passionate about technology?

Do you think you can share your passion and enthuse others?

Are you happy to give up some of your free time?

Are you good at explaining new ideas and skills with others?

If you are interested in applying to become a digital leader, ask your teacher for the job description and application form. Complete it and return it to (*insert name here*) by (*insert date here*)

Appendix 2: Herefordshire digital leader - the job description

These are some of the responsibilities that you will have as part of the digital leaders team. These responsibilities will be shared out amongst all of the digital leaders.

- Support the use of iPads and computers in school to support learning

- Share their skills and expertise with other pupils, classes and teachers.

- Assist teachers and other pupils in understanding coding applications.

- Set up equipment in classrooms for teachers.

- Update and monitor areas of the school website or school / class blog.

- Test and review new digital resources (websites, computer software, hardware or apps).

- Feed into whole school decisions about future development of technology.

- Lead lunchtime or after school computing / iPad clubs.

- Support teachers in using technology in the classroom.

- Run or contribute to parents' meetings.

- Share expertise with other schools and at conferences.

- Have a good understanding of how to stay safe with technology and share that with others.

- Provide first line technical support in school.

- Be responsible for certain maintenance tasks with particular technology.

- Attend occasional staff meetings to train staff.

- Create how-to video help guides.

Attend training sessions when they are arranged both in and out of school.

You may also be asked to work with children from other schools on specific projects, as well as to help organise and support other out-of-school-hours activities.

In order that you can perform the above roles, we will ensure that you have the relevant training and support to perform the role.

Are you still interested? We will need permission from your parents / carers to become a digital leader. Take a copy of the Job Description, as well as an application form and discuss it with your parents.

Appendix 3: Digital Leaders Application Form

Please complete the questions below to apply for a position as a digital leader.

Your name:		Class	
Why do you want to become a digital leader?			
What do you think you would be particularly good at?			
Give an example of something that you are responsible for either at home or school?			
What skills do you have that will make you a good Digital Leader?			

You can either submit this document electronically, or alternatively you may print it out and complete it by hand.

Please complete and return this application form to your teacher by (insert date here)

Appendix 4: Interview Questions

Thinking about technology both at school and at home, what are your favourite things and why?

What do you think being a Digital Leader means?

Tell us one thing you have done with technology, either at home or at school, that you think was really good.

One of the jobs you might be asked to is to update the school website, or blog. This is a very big responsibility. Can you think of an example of when you had to take responsibility for something?

Can you think of an example of when you worked in a group of people, and the group worked really well together?

You will need to be prepared to give up some of your spare time. Can you tell us about another occasion when you have given up your time to help with a different project?

Why do you think you would make you a good digital leader?

How do you think teaching adults will differ from teaching other pupils?

Do you still wish to become a Digital Leader?

Appendix 5: Contract of employment and code of practice

The Role of a digital leader comes with much responsibility. Before you can start to work as a digital leader, you must read and understand the terms set out below.

Your teacher will explain these to you. You must take them home and discuss them with your parents, who must also sign below. When you have read and understood them, sign at the bottom of the page if you agree to the terms.

- I will keep my login details and passwords secret. If I am asked to share them with a teacher I will do so.

- I will only delete my files, and none of those belonging to anyone else unless I have permission.

- I will only access areas to which I am allowed when working as a digital leader.

- I will use all technology correctly and sensibly, and only when I am permitted to do so.

- I will remain polite and sensible in all my duties, both online and offline.

- I will only send emails or messages with the permission of the teacher. I will never give out any personal information including my home address, phone number or email address or that of anyone else, without the permission of the teacher.

- If I see anything, open anything or read a message that I am worried about I will inform a teacher immediately.

- I will never arrange to meet someone I have only ever met on the Internet, unless I take a parent, carer, teacher or another trusted adult with me.

- I understand that the school may monitor my computer activity, and the websites I visit.

- I understand that if I break any of these rules, my privilege of being a digital leader may be withdrawn.

- I will always follow these rules. If I am unsure about anything, I will ask a teacher or other responsible adult before I continue.

Pupil Name:		Signature:	
Parent / Carer:		Signature:	
Signed School:		Date:	

Appendix 6: Letter to Parents

Dear Parent / Carer

As we continue to develop the computing skills of our pupils and adults and to embed technology in learning across the school we have instigated a program of digital leaders. Your child has expressed an interest in becoming a member of the small team.

As a part of the application process we have asked your child to discuss the role with you and to obtain your permission to go ahead. Please read the job description with your child and help them with the application form if you wish to support them.

The programme we are following is led by a consultant from *Herefordshire Computing Support* (Herefordshire Council) and you can read more about the programme at www.herefordshirecomputing.com/digital-leaders

We particularly need your permission for your child to participate in blogging activities with children in other Herefordshire schools who are also carrying out this role in their own schools.

The closing date for applications is *(insert date here)* and completed application forms should be given to class teachers.

We shall interview all applicants, and expect to have chosen the first digital leaders by *(insert date here)*.

I'm certain the digital leaders programme will be of great benefit to us.

I look forward to reading your child's application.

Yours faithfully,

Appendix 7: Rejection Letter

Dear <mark>(insert name here)</mark>

Thank you for applying for the position of digital leader.

As you know there was a lot of interest in the position, and we received more applications than there were posts available.

The quality of applications was very high, and although we were very pleased with your application and your answers during the interview, I'm afraid that at this time your application was not successful.

As the digital leaders' team develops, we will have more positions available and we would welcome your application again.

Yours sincerely

Appendix 8: Acceptance Letter

Dear ==(insert name here)==

Thank you for applying for the position of digital leader.

As you know there was a lot of interest in the position, and we received more applications than there were posts available.

The quality of applications was very high, and we were very pleased with your application and your answers during the interview.

I am delighted to be able to offer you the position of digital leader.

The first digital leader team meeting will be held ==(insert time and place).== Our first meeting will begin to look at the different roles that you might be able to perform as a digital leader.

I am sure that you will make an invaluable contribution to the digital leaders team, and to the development of computing at our school.

I look forward to working with you.

Yours sincerely