



Erskine Stewart Melville

DIGITAL LEARNING & TECHNOLOGIES ASSISTANT

SCHOOL	<ul style="list-style-type: none">• ESM Junior School
DEPARTMENT	<ul style="list-style-type: none">• Digital Learning
REPORTS TO	<ul style="list-style-type: none">• Head of Digital Learning (HODL)

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none">• To deliver the Digital Learning curriculum to children in the Junior School at Ravelston, leading planned learning sessions particularly in Nursery to Primary 3 and supporting the teaching of Digital Learning across the wider Junior School (up to Primary 7).• The postholder will support and facilitate high-quality Digital Learning, Technologies and STEAM learning experiences, while contributing to the smooth and effective day-to-day operation of Digital Learning provision.
ACCOUNTABILITY	<ul style="list-style-type: none">• The Digital Learning Assistant is accountable to the Head of Digital Learning for day-to-day tasks. The HODL retains overall responsibility for curriculum, assessment and strategic direction.
AUTHORITY	<ul style="list-style-type: none">• As delegated by the Head of Digital Learning and members of senior management as required.
RELATIONSHIPS	<ul style="list-style-type: none">• Works closely with Head of Digital Learning and other Digital Learning Technology Assistants• Class teachers• Nursery staff• Pupils

DUTIES AND KEY RESPONSIBILITIES	<p>Delivery and Development of the Digital Learning Curriculum</p> <ul style="list-style-type: none">• Lead and deliver the Digital Learning curriculum for Nursery to Primary 3• Review, maintain and contribute to curriculum development in liaison with the HODL• Create and adapt lesson content under guidance• Maintain an overview of curriculum delivery and pupil progress across year groups• Support pupils during lessons, promoting independence and progression• Provide feedback to teachers on pupil progress and skills development• Share learning with staff and parents via platforms such as Seesaw• Maintain Digital Learning content on Firefly (including updating resources and materials)• Engage in ongoing professional learning to remain up to date with tools, software and pedagogy
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Supporting Teaching and Embedding Digital Learning Across the School

- Support teachers in delivering Digital Learning across Nursery–P7, ensuring lessons run smoothly
- Assist individual pupils using technology to enhance learning
- Communicate proactively with teachers, including ahead of lessons, to improve delivery
- Liaise with year group leaders to support planned in-class technology use
- Work collaboratively with Digital Learning colleagues to ensure consistency across classes
- Support onboarding and effective use of digital platforms (e.g. Seesaw)
- Contribute to the upskilling of staff, including nursery practitioners and new teachers
- Support the development of STEAM learning through in-class assistance and emerging initiatives

Planning, Preparation and Resource Management

- Prepare, organise and forward-plan resources for lessons, ensuring all materials are functional
- Maintain an overview of Digital Learning provision across year groups
- Ensure all equipment and digital tools are ready and appropriate for use
- Organise and manage resources across classrooms and nursery settings
- Maintain and update Firefly pages, including uploading content and keeping links accurate
- Identify resource needs, including stationery, and prepare order lists for approval
- Highlight any issues in advance to ensure smooth lesson delivery

Technical and Equipment Support

- Provide first-line technical support during lessons and liaise with IT where required
- Manage the charging, storage, care and allocation of devices
- Ensure devices are updated and cleared of unnecessary content regularly
- Support the organisation and storage of iPads and digital equipment across the school
- Assist staff with technical issues to ensure effective use of technology in lessons

Supporting Pupils' Learning, Behaviour and Wellbeing

- Support children's learning and independence in Digital Learning
- Adapt approaches and resources to meet a range of needs
- Promote high standards of behaviour, responsibility and respect for equipment
- Support a safe, inclusive and well-managed learning environment
- Contribute to pastoral care by responding to pupils' needs and concerns

Wider School Contribution

- Lead or support extra-curricular activities, including Digital Learning, computing or STEAM clubs
- Support school events and wider Junior School activities
- Assist with supervision duties, including lunchtime where required

	<ul style="list-style-type: none"> • Work as a proactive and reliable member of the Junior School Support Team • Undertake additional tasks as reasonably directed • Contribute to the development of STEAM provision across the school
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience working with children in an educational or childcare setting • Experience supporting learning activities or small groups of children 	<ul style="list-style-type: none"> • Experience working in a school environment • Previous experience as a Teaching Assistant (or similar role) in a primary setting • Experience or engagement in STEAM-related industries, roles or personal projects, with an interest in applying this to children's learning
Education/Qualifications		<ul style="list-style-type: none"> • Relevant childcare, education or support staff qualification
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Confidence in using a range of digital devices (e.g. iPads, laptops and desktop computers) to support teaching and learning • Good organisational skills and ability to prepare resources effectively • Ability to work independently within agreed guidance • Strong interpersonal and communication skills • Ability to work collaboratively as part of a team • Membership of the PVG Scheme (or willingness to obtain) 	<ul style="list-style-type: none"> • Experience using a range of digital devices (e.g. iPads, Windows laptops/desktops) • Experience using or supporting digital learning platforms (e.g. Seesaw, Times Table Rock Stars, Typing Club, Century Tech) or ability to learn new systems quickly • Proficiency in Microsoft Office, particularly Word and Excel • Interest or experience in Digital Learning, Technologies or STEAM activities
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Flexible, reliable and adaptable • Positive and proactive approach to supporting children's learning • Commitment to ongoing professional development 	<ul style="list-style-type: none"> • Enthusiasm for innovation in teaching and learning • Willingness to contribute to the wider life of the school, including clubs and events