**ICT Operational Expectations**

| **Planning:**   * Planning is driven by the concept we are trying to teach and supported well by the resources available (Software and hardware) * Reduced cognitive load for students: less is more approach * Knowledge retrieval activity starters * Hard skills objectives (3 Max) * Sequential steps to success 4 processes * Reduce multi-source learning * Paired (Buddy coding) and project based learning * Differentiation strategies should be deployed for every class and this is the responsibility of the teacher to execute. We respect that each teacher will have different approaches but we understand that we share the same outcome: to enable all children to be successful in the majority of lessons. * We should not be differentiated only by outcome but provide adequate scaffolding * No copying coded examples |
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| **Feedback:**   * Whole class written feedback strategies to be used mid-unit with enough time for students to respond (Seesaw) * Real-time live verbal feedback is the most effective method of feedback * Use of quality questioning strategies to test deep learning * Lots of peer evaluation, this process of giving quality feedback should be taught discretely. Sufficient time should be given to the students to respond to the feedback. |
| **Assessment:**   * End of unit assessment (Quiziz) must be administered * End of term self assessment rubrics * Portfolio of work on seesaw * Google main portal for deploying resources * Individual written feedback on children’s work is not expected but is at the discretion of the teacher |
| **Behaviour**   * We actively support our colleagues. We show a united front and back each other when dealing with behaviour. * Follow the school wide policy and internal policy * We are proactive and open and maintain clear lines of comms with class teachers about students * No passing your responsibilities to someone else * If in doubt, talk to one another before the problem escalates |
| **Communication:**   * Parental comms via seesaw and all messages responded to within a 24hr time frame. Any messages outside of schools are responded to the next working day. * Microsoft Teams is our departmental comms platform. * Formal emails to wider school e.g cover, meetings, deadlines etc * Whatsapp for emergencies |
| **Professional conduct:**   * Maintain good time keeping. If you are going to be late, as a courtesy please let the team know so they can prepare * If a planned absence is authorised, provide the cover materials * Look after the learning environments and make the room tidy for the next teacher * We show respect to each other during meetings by being present and active. No working on side projects during discussions * Talk to the students as though we have parents in the room * It’s your responsibility to check emails for important information including dates of events or meetings * Your CPD is your responsibility. You have to be proactive in sourcing training that will improve your practise * Contributions to the wider school life is expected: trips, events, workshops etc. * If there is an issue, its an expectation that you communicate this to someone before problems escalate. |