



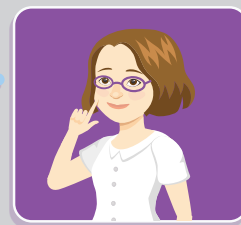
## Tips for Digital Technologies Coordinators



Digital Technologies  
Coordinator



# Tips for Digital Technologies Coordinators:



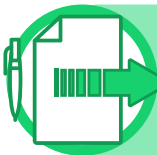
Know what your role should and shouldn't entail. Ensure people understand your role too, particularly the wider responsibilities of Digital Technologies such as resource management.



Ensure you know the condition of Digital Technologies in your school. Obtain key documentation for your subject such as the Digital Technologies Policy, Safeguarding Policy and Acceptable Use Agreements. Use the Auditing Tool, questionnaires and stakeholder voice tools to help you gain a detailed understanding of the present condition of Digital Technologies in your school.



Understand your school's overall current position and future plans by obtaining copies of the School Evaluation Form and School Improvement Plan.



Generate a Digital Technologies Action Plan which carefully considers the top priorities for improvement based upon your findings from the auditing undertaken and from whole school document analysis. It's important to consider how the Digital Technologies Action Plan will support a whole school Improvement Plan. For example, if less able boys are making more progress than less able girls, consider how Digital Technologies can support narrowing this gap.



Set up/refine established protocols for planning, delivering and assessing Digital Technologies. Make your expectations reasonable and clear and ensure everyone knows them.



Monitoring schedules should have been identified on your action plan; you may have an additional more detailed document for this. Either way, follow your intended monitoring schedule and avoid slippage, particularly in the first term as Coordinator. Using a consistent and concise format, feed back your findings in a timely fashion to those that need to know.



Audit yourself as a Coordinator using the self-evaluation tool at least twice a year. It's a great way to measure your own professional development in Technologies Coordinatorship and can form part of your appraisal evidence.



Know what other Technologies Coordinators are up to by arranging informal meetings with local school Coordinators and join the Purple Mash closed Facebook group for further support.



Don't try to do everything at once; it will take time to embed new initiatives.