

Head Digital Leaders Job Description



Character

The Head Digital Leader (HDL) has an enthusiasm for computing and online safety, which they are keen to share with others. The HDL has a positive attitude to computing in school. They encourage and support other pupils in lessons. The HDL is keen to get the pupils engaging in computers, developing digital literacy and applying online safety strategies.

Job Role

The Head Digital Leader will have the following responsibilities:

- Meet with the school Computing Leader to plan out the priorities for the year.
- Meet with the school Computing Leader to plan out the events, assemblies, lessons and competitions.
- Interview new Digital Leaders with the Computing Leader.
- Lead parts of the meeting with Digital Leaders.
- Take notes at the meeting with Digital Leaders.
- Suggest new ideas to engage pupils in online safety.
- Check that pupils are following online safety rules during computing lessons.
- Report any technical computer issues to the Computing Leader.
- Report any concerns about pupils online safety to Computing Leader.
- Feedback any questionnaire or data collection results to the Computing Leader.
- Being an exemplary role model to all pupils.
- Take the lead in giving jobs/roles to other Digital Leaders.

