

# The Primary ICT & E-learning Co-ordinator's Manual: Book One, A Guide for New Subject Leaders: Guide for New Subject Leaders Bk. 1

James Wright

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[This book is] absolutely wonderful. It will be my new Bible... I have used it loads already in preparation for my ICT Mark assessment. Taking on the role of ICT co-ordinator can be quite a daunting task but this step by step guide, breaking things down into manageable chunks will be very supportive. I love the blogging idea - the comments made by the characters are very realistic. This is just what new co-ordinators need, I wish I'd had this when I took over co-ordination of ICT! - *Christine Beedham, Primary ICT adviser, Warrington* 

Every primary school has the daunting task of embedding ICT and e-learning into their curriculum. This practical manual is the first part of a two volume set that together makes up a detailed two year training programme for primary ICT and e-learning co-ordinators. The books combine key strategies and information with a weblog discussion from a group of 'virtual' co-ordinators who share their problems, fears and successes over the two-year programme, based on the author's wide experience of working with new co-ordinators and experienced staff on training programmes and in general support.

Book 1 is designed specifically for co-ordinators new to the role who need starting points and broad support. It presents a structured training programme split over three terms, guiding co-ordinators through the key stages of developing and implementing ICT policy and practice, including:

o auditing existing school systems

o reviewing and revising the school policy for ICT

o reviewing the ways in which ICT is used as a teaching and learning tool across the curriculum
o examining methods for the management of technical support services
o establishing a clear overview of standards in ICT, including a review of assessment procedures, moderating work, monitoring teaching and learning and creating E Portfolios.
The books have a companion website, which will offer downloadable versions of the photocopiable sheets from the book, as well as links to other sources of help and advice.
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