

## ICT Staff Skills Audit Summary 2008

<b>School</b>		<b>Date</b>	
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**We would appreciate it if you would audit your staff skills and then use this form to provide summary information about staff skills in your school. This will inform our planning for support.**

**Use the following scale to answer the questions about teacher skills in your school.**

1	2	3	4	5
All teachers confident	Majority confident	Less than half confident	None confident	Do not know

Can word process confidently e.g. can create documents using a variety of elements (tables, images) with appropriate consideration to layout and formatting	1	2	3	4	5
Can use spreadsheets confidently e.g. can use formulae, sort and graph data	1	2	3	4	5
Can use multimedia confidently through e.g. PowerPoint and Photo Story to incorporate images, captions and music	1	2	3	4	5
Can use the Internet and e-mail professionally	1	2	3	4	5
Can use the portal confidently	1	2	3	4	5
Can use file management effectively to organise resources e.g. uses <b>windows explorer</b> to delete, move / manage and search for files	1	2	3	4	5
Uses ICT for management, administration and planning e.g., writing reports, IEP writer, accessing assessment data	1	2	3	4	5
Uses an Intranet/school web site/portal to share and access resources across the school and/or between schools	1	2	3	4	5
Have received professional development for ICT in the last year	1	2	3	4	5
Is able to deliver the ICT programme of study to their year group through an appropriate scheme of work	1	2	3	4	5
Understands the risks and benefits of internet use and knows how to support pupils with staying safe when online.	1	2	3	4	5
Builds on pupils' previous experiences when planning ICT activities and ensures they are matched to pupils' needs	1	2	3	4	5
Assesses ICT capability e.g. against the QCA scheme of work	1	2	3	4	5
Sets targets for ICT and tracks pupils' progress	1	2	3	4	5
Is awarding levels for pupils attainment in ICT	1	2	3	4	5
Uses ICT confidently to support learning and teaching in literacy, numeracy and science and other subjects	1	2	3	4	5
Uses an interactive whiteboard confidently to support learning and teaching, incorporating images, text, sound and video	1	2	3	4	5

Plans for and works with pupils to use a variety of software to record sound and narration, for example, Sound Recorder and Audacity and produce images and text	1	2	3	4	5
Plans for and works with pupils to use a range of technologies including digital microscope, digital still cameras digital movie creator cameras, video conferencing	1	2	3	4	5
Uses interactive teaching programs to support numeracy	1	2	3	4	5

Use the same scale to answer the questions about teaching assistants in your school.

Can word process confidently e.g. can create documents using a variety of elements (tables, images) with appropriate consideration to layout and formatting	1	2	3	4	5
Can use spreadsheets confidently e.g. can use formulae, sort and graph data	1	2	3	4	5
Can use multimedia confidently through e.g. PowerPoint and Photo Story to incorporate images, captions and music	1	2	3	4	5
Can use the Internet and e-mail professionally	1	2	3	4	5
Can use the portal confidently	1	2	3	4	5
Can use file management effectively to organise resources e.g. uses <b>windows explorer</b> to delete, move / manage and search for files	1	2	3	4	5
Uses ICT for management, administration and planning e.g., writing reports, IEP writer, accessing assessment data	1	2	3	4	5
Uses an Intranet/school web site/portal to share and access resources across the school and/or between schools	1	2	3	4	5
Have received professional development for ICT in the last year	1	2	3	4	5
Understands the risks and benefits of internet use and knows how to support pupils with staying safe when online.	1	2	3	4	5
Build on pupils' previous experiences when planning ICT activities and ensures they are matched to pupils' needs	1	2	3	4	5
Uses ICT confidently to support learning and teaching in literacy, numeracy and science and other subjects	1	2	3	4	5
Uses an interactive whiteboard confidently to support learning and teaching, incorporating images, text, sound and video	1	2	3	4	5
Plans for and works with pupils to use a variety of software to record sound and narration, for example, Sound Recorder and Audacity and produce images and text	1	2	3	4	5
Plans for and works with pupils to use a range of technologies including digital microscope, digital still cameras digital movie creator cameras, video conferencing	1	2	3	4	5
Uses interactive teaching programs to support numeracy	1	2	3	4	5

Please complete and **return by the 26<sup>th</sup> September 2008** to Jo Briscoe, Learning and School Effectiveness Service, Bowling Hill, Chipping Sodbury, BS37 6JX Fax Number: 01454 868967