



LETTER CIRCULAR

Information: X

Action Required: X

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To: All College Principals and Heads of Primary Schools

Subject: Deployment of ICT

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As you are well aware the Department strongly emphasises that within the primary school environment ICT should be considered as a teaching and learning tool rather than a discreet subject. This concept has always driven the Department to consider the role of an ICT Peripatetic Teacher as different from that of a 'subject-oriented' Peripatetic Teacher in a number of ways.

An ICT Teacher:

- a) delivers lessons which serve as demonstrations for class teachers to follow and plan their own lessons likewise;
- b) acts as mentor to teachers, providing training and counsel on the way classroom teachers should apply ICT across the Curriculum in their own lessons;
- c) assists and supports the schools in their curriculum projects by promoting and developing their ICT element;
- d) provides assistance to the school in the creation, development and maintenance of its website;
- e) assists school administrations in updating ICT-related records;
- f) provides low-level, basic technical assistance.

Throughout the past few years the DTiE has strived to streamline these roles to provide as effective and efficient a service as possible. In most cases this has resulted in the creation of innovative approaches that have always relied on the flexibility of the primary school environment for their success and effectiveness.

- a) Demonstration lessons delivered by ICT Peripatetic Teachers require the class teacher to be present and *actively participate* in the lesson in order to get to grips with the handling of the equipment as well as the pedagogical strategies required. Demonstration lessons are not *ICT lessons*. They are *subject* lessons delivered through the use of technology. During these lessons time must be allowed for the ICT Teacher's setup of equipment and the learners' opportunity to actually practise ICT for a reasonably effective period. The standard duration of such lessons is therefore around 1 hour and 30 minutes.

- b) Proper training of teachers in the application of ICT requires more than the occasional end-of-year in-service courses. The *in-class* one2one Teacher Training Programme was introduced to address *individuals* within their particular working environment. However the programme requires frequent and continuous contact with one particular class teacher in order to be effective.
- c) Other help is provided to teachers on demand as circumstances dictate. The ICT Teacher's timetable is usually set from week to week in order to cater for the class teachers' needs as they arise.
- d) The ICT in Practice support initiative provides assistance on a whole-school basis. The ICT Peripatetic Teachers act like ICT Coordinators for a limited period in one particular school, during which they promote and coordinate the ICT element within a school project and ensure that ICT is applied across the Curriculum in all classes. Such a service is also based on demand where necessary and ICT Teachers assist classroom teachers according to their individual progress in the project.

In the light of the introduction of regular staff development timeslots you are requested to consider the following points when setting up primary class timetables:

- 1. Class teachers are to remain in class during the ICT Peripatetic Teacher's visit in order to *participate* in the lesson and acquire the necessary skills to deliver similar ICT-based lessons throughout the rest of the scholastic year;**
- 2. ICT Peripatetic Teachers are given longer timeslots (ex. 1.5 hours) to allow for the time required to set up the equipment and to ensure enough hands-on time for the learners;**
- 3. Allow some flexible time for ICT Peripatetic Teachers to cater for on-demand support around the school (both classes and offices);**
- 4. Provide ICT Peripatetic Teachers with out-of-classroom timeslots. These are required to support the administration in ICT-related matters including updating of ICT inventories, technical help and liaison with MITTS technicians and assistance in the creation and updating of school websites.**
- 5. In the cases where one2one programmes are being run, ICT Peripatetic Teachers need to be allowed to visit the particular class teacher on a continuous, regular basis (minimum once a week) for the programme to be effective.**

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