**Level of knowledge and skill in using the following**:  
Word processor A   
Database A   
Spreadsheet A  
Presentation eg Powerpoint A   
Video/pictures/graphics B  
Desk top publishing A  
Multimedia B  
Wikis C  
Email A  
Internet A  
File management A  
Social networking A  
Website construction C

**Ability to demonstrate and use the following ICT hardware and equipment:**Printers (troubleshooting) B  
Video/cameras B  
Scanners B  
Digital cameras B  
Interactive whiteboard/projector systems C

**Ability to:**  
Identify areas of the curriculum that could be enhanced by ICT B

Use ICT so that it does not obscure the subject content/message B

Access information relevant to teaching from the internet B

Locate and access computer and non-computer materials, resources and support B

Use ICT to prepare and adapt teaching materials B

Use ICT for administration systems for recording progress B

**Ability to develop lesson plans that integrate the effective use of ICT across the curriculum to:**

Support teaching and learning C

Cover the programmes of study of the National Curriculum for ICT C

Teach ICT elements of the other core and foundation curriculum subjects C

Identify and detail the resources, software/hardware to support the lessons C

Improve learning of able children and those with special educational needs C

**Knowledge and skills relating to classroom management of ICT including:**

How to organise and manage group work C

How to approach whole class teaching C

How to organise ICT equipment to allow pupils access C

**Ability to monitor and access children’s use of ICT:**

Identifying where they need extending and supporting C

Identifying how ICT affects the objectives and outcomes C

Deciding whether or not all pupils have access to the objectives and outcomes C

Determining how group work may affect pupil capability C

**Awareness of issues and legislation relating to pupils’ access to information:**

Access to unsuitable materials on the internet C

Access to unsuitable areas of the internet C

Copyright regulations C

The Data Protection Act C

Health and Safety regulations C