

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job Title:</b>	Learning Technologist – College Online Assessment & Progress Systems
<b>Job Ref No:</b>	REQ000279
<b>Contract type:</b>	Fixed Term (12months)
<b>Hours per week:</b>	Full Time – 36½ hours per week
<b>Term-time only:</b>	No
<b>T&amp;Cs:</b>	Business Support
<b>Scale:</b>	Band F
<b>Salary:</b>	£24,900 to £27,472 per annum
<b>Location:</b>	South & City College Birmingham*
	*Post-holders can be required to work at any College Centre
<b>Responsible to:</b>	Head of Quality

### **Aims of Job/Job Purpose**

Set up, promote & embed the use of online portfolio, assessment and progress monitoring systems throughout the college.

Contribute to improving the use of learning technology to support teaching, learning and assessment throughout the college.

### **Key Accountabilities and Responsibilities**

- Liaise with providers of Ontrack, Smartassessor, BKSB, Learning Plus and any other systems identified by the AP Quality to secure support for the implementation of software purchased by the college
- Support staff to set up and use the systems effectively
- Liaise with IT support, MIS and software providers to identify and resolve technical problems and install necessary updates
- Use the full range of college and other information available to provide regular reports for managers on the use of learning technology.
- Monitor and report on the use of the systems to managers using an agreed format
- Work with staff to evaluate the effectiveness and impact on students of systems and report on findings to SLT

## Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

## PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
To be qualified to Level 3		✓	Application Form/Interview/ Assessment
Demonstrate administrative and organisational skills and must have secretarial or office administration experience	✓		Application Form/Interview/ Assessment
Excellent IT skills to include Microsoft Office packages and the Adobe Creative Suite	✓		Application Form/Interview/ Assessment
Experience of working within a team	✓		Application Form/Interview
Demonstrable communication skills , liaising effectively with a range of external agencies	✓		Application Form/Interview
Demonstrable numeracy and literacy skills to Level 2	✓		Application Form/Interview/ Assessment
Demonstrable record of working flexibly and using own initiative	✓		Application Form/Interview
Experience of working to pressure and tight deadlines	✓		Application Form/Interview
Demonstrable record of achievement against objectives and targets	✓		Application Form/Interview