



New College Durham

## JOB DESCRIPTION

<b>Job Title:</b>	TEL e-Learning Technologist and Trainer/Coach
<b>Grade:</b>	Support Grade H
<b>Hours:</b>	37 hours per week (pro rata)
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	Quality
<b>Accountable to:</b>	Head of Learning Improvement

### Job Purpose

To assist the Head of Learning Improvement in the support, development and promotion of Technology Enhanced Learning within the College. You will take a leading role in promoting and developing the opportunities that learning technologies offer for implementing the College's TEL and TLA strategies. As well as developing solutions, you will actively promote and engage with staff and students to embed the use of new and existing technology solutions and teaching methods into current delivery; providing advice, support and training/coaching to staff and students in their use and application. Working closely with colleagues, administrative divisions and the wider academic community, you will play a leading role in the management of the College's Virtual Learning Environment, currently Schoology, and other e-Learning systems.

### Key Result Areas

1. To support the Head of Learning Improvement and the Learning Improvement Manager in the development, promotion and integration of Technology Enhanced Learning (TEL) across the College in line with the College's TEL and TLA strategies.
2. To take the lead role in the promotion and development of staff and students with the College VLE system and other TEL resources.
3. To champion and design engaging and effective TEL content that improves student learning and ensures learner progress.
4. To embed learning principles and theories when designing TEL content resulting in enhanced student learning and progress.
5. To provide 1-2-1 and group training, support and guidance for staff and students to enable them to make effective use of appropriate TEL

technologies in supporting and promoting student learning and timely learner progress.

6. To apply the pedagogical principles underpinning e-Learning and blended learning when training/coaching teachers and support staff.
7. Incorporate and integrate aspects of relevant pedagogy into the production of e-Learning modules.
8. To represent the college, where appropriate, at external events and conferences.
9. To keep up-to-date with the latest developments in the field and assist with the identification, sourcing and assessment of potential TEL technologies of relevance to the College.
10. To assist with the evaluation and testing of new and existing TEL technologies which enhance teaching and promote learner progress.
11. To assist in the ongoing monitoring performance and usage of the College's investments in TEL products, pilots and projects.
12. To ensure policies and procedures are in place for all aspects of the VLE system and, where relevant, other TEL systems, products, policies and procedures.
13. To provide advice, guidance and support to College Managers on how the effective utilisation of TEL can meet and/or exceed the requirements of all external inspection bodies.
14. Any other duties commensurate with the grade and status of the post.

### **General Responsibilities**

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

## **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

## **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

**Job Title: TEL e-Learning Technologist and Trainer/Coach**

### Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

Knowledge & Experience	Assessed by:	Essential	Desirable
English <b>and</b> Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent or willing to work towards	1	✓	
A graduate level or appropriate professional qualification in an IT related subject	1	✓	
Recent experience of working within a FE/HE College, School or University in a similar role, i.e. e-learning designer, instructional designer, learning technologist.	1, 2	✓	
Experience of training/coaching individuals and groups in aspects of Technology Enhanced Learning (TEL).	1, 2	✓	
Teaching qualification, i.e. Certificate in Education / PGCE or similar	1		✓
At least two years' experience in a teaching role working within a FE/HE College, School or University.	1	✓	
A working knowledge of teaching, learning and assessment principles and theories and the ability to apply these practically to content design.	2	✓	
A working knowledge of teaching, learning and assessment principles and theories and the ability to apply these when training/coaching staff	2	✓	
Ability to plan, manage and implement a comprehensive TEL training plan for a FE/HE College, School or University.	4	✓	
Current/recent experience of leading staff CPD sessions	1, 2	✓	
Current/recent experience of working with a range of learning technologies and authoring tools (e.g. Moodle, Mahara, Articulate Storyline, Adobe Captive etc.)	1, 2	✓	

Experience of developing new (and/or adapting existing) online learning materials including multimedia resources for the online delivery of College courses/projects	1, 2	✓	
Knowledge of accessibility issues, Intellectual Property and copyright.	1, 2		✓
Experience with VLEs used within Academic Institutions and a comprehensive knowledge on how these can be utilised to enhance student learning and progress.	1, 2	✓	
Up-to-date knowledge of the TEL sector and the issues and challenges it faces	2	✓	
A working knowledge of TEL policies and procedures for aspects of a VLE system and, where relevant, other TEL systems, products, policies and procedures.	2		✓
<b>Skills</b>	<b>Assessed by:</b>	<b>Essential</b>	<b>Desirable</b>
A proven track record of being able to prioritise and organise own work	2, 3	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	2, 3	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2	✓	
Demonstrate the ability to work effectively with others	2, 3	✓	
A commitment to resolving problems and to improving own performance	2, 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers	2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2, 3	✓	
Suitable to work with young people and vulnerable adults	1	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

It will be a requirement of the role that the successful post-holder will be required to undertake components of the College's *"Teaching, Learning and Assessment Toolkit"* programme to gain knowledge on the practicalities of the skills to plan, deliver, assess and

review teaching and assessment. This should be completed within the probationary period. If, however the successful post-holder holds a recognised Teaching Qualification an assessment will be undertaken as to the relevancy/need to undertake this.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

**Issue Date: September 2017**