

BARNET AND SOUTHGATE COLLEGE

JOB DESCRIPTION

JOB TITLE:	Teaching & Learning Technologist
POST REFERENCE:	LEARNTECH
SALARY GRADE:	£35,625-£41,729 (Support Scale PO2-PO3) per annum inclusive of London weighting
HOURS:	36 hours per week, 52 weeks per annum
PURPOSE OF POST:	Promoting, enhancing, and advancing learning technologies within the College.
RESPONSIBLE TO:	Teaching Learning Development and Innovation Manager (Reporting to the Head of Teaching & Learning & Quality Improvement)

Main Duties

- Act as deputy to the Head of Teaching & Learning & Quality Improvement regarding all matters pertaining to Technological Enhanced Learning. Provide technical advice to SLT and academic staff as required.
- Provide pedagogic advice, guidance, encouragement in line with the ETF Teaching Standards to support staff involved in teaching on the use of technology. Use pedagogical approaches to support the development of online learning and teaching capabilities of the College, including the creation of online courses and digital resources in collaboration with teaching and support staff.
- Assist teaching and delivery staff with developing their practice around the use of Digital Learning and Assessment platforms. Act as mentor or change agent in codeveloping pedagogic approaches in response to agreed frameworks.
- Support the college's Reflective Practitioner process and use pedagogical expertise to support staff involved in teaching to design the structure of online content, individual learning activities and entire courses to support delivery and enhance students learning experiences.

- Drive technology enhanced learning through staff/student training, developing interactive training materials on using a range E-Learning tools (web-based, apps, devices, software, video, and audio) and support staff in exploring, adopting, and becoming confident with E- Learning tools.
- Contribute to the promotion, piloting, evaluation, and implementation of educational change projects and sharing results across the College.
- Shared responsibility with the Teaching Learning Development and Innovation Manager and the Head of Teaching & Learning & Quality Improvement in horizon scanning the latest tools, technologies and digital pedagogies that can be used to enhance and support teaching and learning and sharing these with all relevant staff. Keep up to date with E-Learning developments by attending relevant training and networking events.
- Lead on the research and testing of new learning technologies including mobile devices.
- Maintain and provide advice, customer service and technical support for teaching and delivery staff on the use of learning technologies including Microsoft 365 Apps and Moodle.
- Design and implement staff development activities to enhance the skills of teaching and delivery staff in the use of teaching, learning and assessment technologies and to disseminate good practice in the design and delivery of learning.
- Work cohesively with Teaching Learning Development and Innovation Manager, Leads in Teaching Excellence and Teaching and Learning Coaches and maintain effective working relationships with colleagues across the College.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder.

Person Specification

Learning Technologist

	CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity
Qualifications & Knowledge	A degree or equivalent in relevant discipline.	E		A
	Qualification in teaching and learning or training.	E		A
	Evidence of continuous professional development.	E		A & I
	Sound pedagogic knowledge of instructional learning design (including accessibility) to enhance blended and online learning	E		A & I
	Understanding of current e-Learning developments within Higher and Further Education and their impact.	E		A
	Proven knowledge of supporting and using technology that support teaching and learning, including: a) Moodle b) Office 365 Applications c) Anti-plagiarism software e.g. Turnitin d) Century	E E	D D	A & I
Relevant Experience	Ability to produce easy to understand instructional video and use video production equipment with sound knowledge of encoding for a variety of different formats and devices.	E		A & I
	Be able to design and implement staff development activities to enhance the skills of teaching and delivery staff in the use of learning technologies and to disseminate good practice in the design and delivery of learning.	E		A, I & T
	Use of E-learning authoring tools such as Articulate and Storyline.		D	A
	Excellent understanding of iOS and Android platforms	E		A
	Working in and a strong understanding of the Education sector	E		A & I
	Create high quality online teaching materials and assessment frameworks.	E		A & I
Communication Skills & Teamwork	Excellent communication skills with an ability to work collaboratively in a team and where appropriate with different professional groups.	E		A & I
	Be able to confidently communicate with a range of different stakeholders effectively, both orally and in writing adapting	E		A & I

	CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity
	guidance and technical information in an inclusive and accessible way.			
	Ability to work with teaching staff and students at all levels and abilities.	E		A
	Excellent customer service, ethos, and skills	E		A
Professional Teaching Practice and Personal Attributes:	A commitment to learn new skills and to keep abreast of the latest e-Learning and pedagogic developments.	E		A, I & T
	The ability to apply own research to develop learning and assessment practice cross college.		D	A & I
	Act as mentor or change agent for staff who wish to introduce technology into their teaching practice – codeveloping pedagogic approaches in response to agreed framework		D	A
	A demonstrated ability to work on own initiative as well as part of a team.	E		A
	A passion for innovation and new ways of working.	E		A & T