



**eLearning Assistant**  
**Hackney & Tower Hamlets Campus**  
**£21,963 (pro-rated salary, term time only)**  
**35 hours**

We serve a culturally and socially diverse community and offer a wide variety of courses including Access to HE, ESOL, A-levels, creative and performing arts, and business. We are looking for an enthusiastic and innovative e-learning assistant to join the New City College team.

You will be working with staff to develop their use of specialist learning tools and resource platforms to support excellent teaching, learning and assessment, as well as assisting with training on the use of Moodle, the college's virtual learning environment. You will develop your own proficiency in the use of new and innovative technologies, to support staff in delivering a high-quality experience for our learners.

You should have good digital and communication skills, the ability to manage your own workload and contribute to a team, and an enjoy supporting others to develop new skills.

The successful applicant will have the opportunity to take the Level 3 Award in Education and Training qualification at New City College.

**Closing date: 19<sup>th</sup> February 2023**  
**Interviews will take place: TBC**

For further information please contact Human Resources, New City College, Poplar High Street, London E14 0AF. Tel: 020 7510 7712. Fax: 020 7510 7785. E-mail: [recruitment@NCCLondon.ac.uk](mailto:recruitment@NCCLondon.ac.uk).

New City College is the dynamic group of further education colleges in East London which comprises Tower Hamlets College, Hackney Community College, Epping Forest College Redbridge College, Havering College of Further & Higher Education and Havering Sixth form College. Our 6-college merger places the group at the forefront of further education in the region. With a turnover of £105m, 20,000 students and 1900 staff it is one of the strongest and most influential further education organisations in the country.

Our college environment is second to none. We have industry standard facilities and equipment at all campuses, expert staff and partnerships with other high profile organisations which all prepare students for progression to higher education or successful careers.

East London is dynamic, innovative and entrepreneurial. As we develop our longer term vision, we will continue to ensure that we invest in our staff and other resources to provide a distinctive offer and excellent, supportive learning environment which meets the needs of students and employers and prepares local people for the changing workforce of the area.

As the College supports a number of children and vulnerable adults, all staff are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. Accordingly, all staff will be subject to an 'Enhanced' DBS (formerly CRB) check, along with a Children's Barred List check if in regulated activity. Any offers of appointment may be withdrawn if these checks prove to be unsatisfactory to the College. Self-disclosure will be required as part of the recruitment process. If you fail to make a

full disclosure or provide sight of your DBS certificate then your offer of employment is likely to be withdrawn. The College's DBS policy covers the recruitment of ex-offenders which is available upon request.

New City College aims to develop a workforce that reflects the diverse community we serve and actively welcome applications from candidates from a BAME background.