

JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Learning Technologist
RESPONSIBLE TO:	eLearning Manager
GRADE:	Business Support, Grade 2
SALARY:	£30,909 (Spine Point 31)
CLOSING DATE:	29 th January

B. PURPOSE OF THE JOB

To support the Group vision for delivering effective and successful technology enhanced learning through a range of digital projects aimed at teaching and learning staff and students.

C. MAIN DUTIES AND RESPONSIBILITIES

- Manage, administer and develop the VLE including course set-up, staff and student monitoring of usage and content quality on the VLE.
- To provide helpdesk duties including management of the helpdesk, email, online, telephone and face to face support.
- To support the development of the online teaching and learning capabilities of the Group including the creation on online courses and digital resources in collaboration with teaching and support staff
- To drive technology enhanced learning through staff/student training, distance support, designing, implementing and supporting resources for individuals and groups at all levels of the institution.
- Work with, and share responsibility with, colleagues from MIS, ICT, Library and academic departments to ensure an integrated approach to the development and delivery of technology enhanced learning at the Group.
- Lead on, and participate in the evaluation of learning and teaching tools and environments with other members of the eLearning team and the wider community.
- Keep abreast of technical and education developments related to learning technologies.
- To have regard for copyright, intellectual property rights and data protection issues as they relate to educational resources and other information.

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults

Capital City College Group is the licensed trading name of The WKCIC Group

- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. Experience of managing a Moodle site, including user set up, integrations with other systems (e.g. MIS), plugin support and front end course design
2. Experience supporting a helpdesk promptly and professionally
3. A degree or equivalent
4. Successful experience of enabling teachers and students to use learning technology through supporting staff/students at a range of levels
5. Excellent ICT skills – Microsoft Office, Adobe Creative Suite, eLearning Authoring Tools (Articulate Storyline, Adobe Captivate), Web Design, video and audio editing
6. Experience of administering and supporting successful online and mobile courses and training

Knowledge and Understanding

1. Knowledge and understanding of teaching, learning and assessment and how to design effective learning online
2. Awareness of current accessibility and DDA requirements and how to address these
3. Understanding of current eLearning developments within education and their impact
4. Knowledge of the FE curriculum is desirable

Skills and Abilities

1. Ability to drive eLearning and its benefits through own good practice and at Group events
2. Capacity to work as part of a team to ensure projects are delivered
3. Manage time and resources by prioritising and organising effectively
4. Project a positive attitude, personal confidence and enthusiasm in order to achieve team success
5. Excellent communication skills with the ability to communicate clearly with both technical and non-technical colleagues including report writing skills
6. Good data analysis and presentation skills

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure

