

JOB DESCRIPTION

POST TITLE:	Digital Innovation Developer
GRADE:	Harmonised Salary Scale Point SP19-22
RESPONSIBLE TO:	Digital Innovation Lead
DIRECTORATE:	Quality of Education
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year

PURPOSE OF THE POST

The Digital Innovation developer focus will be on supporting the college's ambitious digital strategy goals by enhancing the use of learning technologies, developing engaging digital resources, and building digital confidence across the organisation.

Your key responsibilities will be to empower staff to use digital tools confidently, contribute to the design and development of interactive teaching and learning resources, and support the rollout of emerging technologies and immersive digital experiences across curriculum areas. You'll work closely with the Digital Innovation Lead and other stakeholders to keep the college ahead of the curve in a fast-moving digital landscape.

Ideally, you'll have a Level 3 qualification in a related discipline (or be able to demonstrate equivalent professional experience), and demonstrable experience in using learning platforms, digital content creation tools, and multimedia technologies to support teaching and learning. It's important that you're able to build strong relationships, share ideas clearly and confidently, and take initiative to solve problems creatively in a value driven environment.

DUTIES AND RESPONSIBILITIES

1. To provide excellent customer service to all users of the learning technology resources and their systems (physical and remote)
2. Work with the Digital Innovation Lead to develop strong links with staff to plan and deliver targeted Learning Technology support
3. To provide front line support for users of learning technology
4. Develop dynamic and engaging resources using a wide range of digital tools and technologies in a range of formats (e.g. video, podcast, screencast, etc.) that promote and support the adoption of appropriate learning technologies across College
5. Research, test, and implement new learning technologies

6. Present and explain digital concepts clearly and confidently to a diverse audience, adapting to varying levels of digital literacy
7. 7.To document and provide guidance materials supporting the use of both newly adopted and established learning technologies
8. 8.To promote, develop and evaluate the impact of technology on the student and staff quality of education experience
9. Represent the college externally, advocating for its commitment to digital innovation and
10. high standards
11. 10.Take on additional duties as required, embracing new challenges with enthusiasm and a
12. proactive mindset.
13. 12.To maintain their own continuous professional development and carry out an initial L3 AET teacher training programme
14. 13.To work within the College's core values and mission and vision

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	Digital Innovation developer	Department:	Quality of Education
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Work towards Teaching qualification L3	D	I
Digital L3 or equivalent	D	A
Maths and English GCSE Grade 4 or above	E	A/I
Experience:		
Experience of working in an education setting	D	A/I
Evidence of creativity and innovation in digital resource development	D	A/I
Sharing great practice through communication and networking	E	A/I
Experience of a customer focussed role	E	A/I
Knowledge of developing E Learning resources	D	A/I
Skills/Knowledge/Behaviours:		
The ability to consistently demonstrate excellent communication skills	E	A/I
Strong evidence of team work	E	A/I
The ability to inspire, influence and motivate others to achieve excellence	E	I
Self-awareness and self-management skills and the ability to accurately self-assess and reflect constructively on own behaviour and impact	E	I
Social awareness skills:- Empathy, organisational awareness, and a focus on providing service to others	E	I
Ability to organise, plan and prioritise own workload, manage time effectively, function well under pressure, and meet challenging deadlines	E	I
The ability to inspire staff, students, apprentices and colleagues with creativity, innovation and enthusiasm, and enable them to take ownership of developing their own practice	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	A/I

E = Essential
D = Desirable
A = Application
I = Interview
T = Test

Produced by:	M.Greaves	Date Produced:	June 2025
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