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### Role Description

##### Business Area

iLearn

##### Job Title

iLearn VLE Co-ordinator

##### Salary Scale

SO1

##### Location

Hopwood Hall College

##### Accountable to

Head of iLearn

##### Hours of Duty

36 hours per week

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

We require an enthusiastic, motivated VLE Coordinator to join the iLearn team. The post holder is expected to have a significant background and/or understanding of the education sector and will possess extensive experience of managing a VLE platform and other digital tools that support a blended learning model, including knowledge of SQL database and web server operation. S/he will be required to work across the college supporting and delivering training in the use of technology to enhance learner experience, teaching, learning and assessment. The post holder will be expected to lead the ongoing the development plus improvement of the VLE and other e-Learning technologies, ensuring that all students and staff are fully inducted and trained to maximise its usage within the delivery of the curriculum.

This post will also have a clear focus on analytics and using this information to create a more bespoke level of learning. The post holder will be required to work with the Head of iLearn to design and develop a digital dashboard to ensure key stakeholders can monitor the effectiveness of the blended learning model and that our learners receive an outstanding experience.

### Duties

1. Day to day management of the VLE and other digital tools, providing technical support and ensuring the systems are meeting the needs of all stakeholders.
2. Design, develop and provide training to all teaching staff to ensure that they are able to achieve a blended learning model using the VLE and other digital tools.
3. Create a clear induction and information for all learners with regard to the online services provided by the college, monitoring and maximising usage (i.e. VLE, Office 365)
4. Provide technical support to the iLearn Development Team with regard to the compatibility of bespoke or purchased content and other digital tools.
5. Mentor and support the iLearn apprentices as part of their cycle of study, including being familiar with the qualification they are working towards and linking with their other mentors/assessors as required.
6. Work with key stakeholders to gather feedback, developmental comments and observations with regard to the VLE and other digital tools to enable ongoing improvements and engagement.
7. In conjunction with the Head of iLearn, design and develop a digital dashboard that provides detailed analytics and integration with other systems that can be accessed and used to inform key stakeholders with regard to various elements of VLE usage, learner participation and progress.

1. Contribute to the development and implementation of the iLearn Strategy, including quality assurance activities and departmental self-assessment.
2. Work closely with Head of IT and the IT Services Team to ensure a high quality offer and continuity of service.
3. Keep professionally up to date with technological trends and development and provide forward thinking solutions to ensure learners remain engaged with their iLearn sessions.
4. Proactively promote the iLearn element of study to learners and staff by contributing to cross college events and activities.
5. Any other duties of a similar level of responsibility as may be required.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

### This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

Educated to a minimum level four qualification

Evidence of continued professional development.

**How Identified:** Application

##### Desirable Criteria

Qualified to Degree level in a Learning Technology or IT/Computing related subject or have relevant demonstrable experience

**How Identified**: Application

#### Experience

##### Essential Criteria

Experience of working in a further education environment.

Experienced in the management of a VLE and/or supporting or delivering e-Learning programmes.

**How Identified:** Application / Interview

##### Desirable Criteria

Experience of project management and procurement

**How Identified:** Application / Interview

#### Specialist Knowledge

##### Essential Criteria

Understanding of the changing role of FE Colleges in meeting the needs of the employers and the local community

Understanding of the latest developments within eLearning and Technology in relation to transforming course delivery and enhancing education.

**How Identified:** Application / Interview

#### IT Skills

##### Essential Criteria

Advanced level of knowledge regarding different software packages (e.g. Microsoft Office) and ability to adapt quickly to new products

Understanding of client/server networks, particularly Microsoft based infrastructures.

Experience of data migration to and from VLEs

Up to date knowledge of online learning technologies

**How Identified**: Application / Interview

##### Desirable Criteria

Good working knowledge of Articulate Studio and Storyline

Good knowledge of HTML, CSS and JavaScript is desirable

Knowledge of SCORM packages and LMS integration is desirable

**How Identified**: Application / Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Less Relevant** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Essential** |
| 3.3 Presenting and communicating  | **Essential** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Essential** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Essential** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.