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# Job Description

**Head of Digital Learning and Learning Resource Centres**

Job Title: Head of Digital Learning and Learning Resource Centres

Grade: Harmonised Pay Spine pt. 41 - 45

Hours: 36 per week, 52 weeks per year

Section: Digital Learning and LRC

Reporting to: Director 14 – 19 & Learning Resources

Base: Uxbridge and Harrow on the Hill

# BACKGROUND

# The Head of Digital Learning and Learning Resource Centres and the eLearning/LRC staff are overseen by Director 14-19 & Learning Resources. The post of Head of Digital Learning and Learning Resources Centres involves enhancing and enriching the learner experience through the use of technology. It requires considerable IT and Digital Learning knowledge as well as understanding of the part eLearning and the LRCs play in Teaching and Learning. It is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practices of teaching and learning.

# Digital Learning includes the administration and development of the College Virtual Learning Environments (Moodle and Google Classroom), and also the most effective use of Smartboards and other electronic devices to stimulate learning and engage the learner.

The post holder will lead on all student facing systems and the design and development of the Uxbridge and Harrow student Apps. Effectively using College Apps and Google Classroom to manage student communications and notifications. The post holder is expected to be the main administrator for the College’s G Suite account and is responsible for the promotion and use of Google Docs and Chromebooks across Uxbridge and Harrow, working closely with IT Services and MIS.

Uxbridge College operates two well-equipped Learning Resource Centres. The management of these centres is carried out by a Learning Resources Manager based mostly at Uxbridge, supported by a LRC Supervisor based at Hayes. Harrow College also operates two Learning Resource centres, one at Harrow Weald and the other at Harrow on the Hill; both are overseen a Harrow-based Learning Resources Manager. The Learning Resources Centre Manager posts are line managed by the Head of Digital Learning and Learning Resource Centres.

The post holde is responsible for the management of the Digital Skills team including Digital Learning Manager and two Digital Skills Trainers, working across HCUC to lead on the eStrategy and staff CPD.

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# The post holder is expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All E Learning/LRC staff must be committed to inclusive learning and ensuring that they take on the very best practice to promote eSafety and meet individual learner needs including the promotion of equal opportunities.

# Main Scope of Post

The Head of Digital Learning and Learning Resource Centres will be committed to the development of eLearning and the use of learning resources to enthuse learners, improve teaching and learning and drive up standards.

The Head of Digital Learning and Learning Resource Centres will have responsibility for:

1. The organisation and development of the College Virtual Learning Environment (VLE) and the College App. This will include installation of updates, adding and removing students at the beginning and of the year, installing modules and being able to modify MySQL and PHP programming languages.
2. Main administrator and HCUC point of contact for G Suite, working closely with IT Services to ensure learners and staff are utilising Google Docs and Chromebooks.
3. Taking the lead on E Safety and Digital Wellness within the College.
4. Overseeing the College’s strategy on the effective use of Assistive technology and ensuring this is up-to-date
5. Advising staff on the best use of their areas of the Virtual Learning Environment and the College Intranet.
6. Running training programmes for staff on the use of the VLE, Intranet, Smartboards and all aspects of E Learning to facilitate the delivery of outstanding lessons;
7. Liaising with IT Services team to advise on the College’s Smartboards, their updating & fitness for purpose, to include Digital specialists’ involvement in enhancements to E learning as appropriate.
8. Line manage the Digital Learning Manager who will also be deputy to the Head of Digital Services and Learning Resource Centre (HCUC)
9. Manage the Digital Skills Trainers and direct their responsibilities for: staff training, project work and advice on the E-Learning programme
10. Undertake submission of project bids to secure external funds as appropriate to support development and innovative project work relating to E-learning and its infra-structure.
11. Line manage the Learning Resource Centre Managers at Uxbridge College and Harrow College. To develop and maintain the College’s Learning Centres so that they provide an effective resource service for staff and students.
12. To oversee literacy (and numeracy) skills improvement through promoting and supporting schemes like the Reading Ahead Challenge and Debating Matters. To oversee LRC based literacy skills sessions for students in specific curriculum areas and for HE students to improve students research skills and assist them in their studies
13. Oversee the College’s online initial assessment and diagnostic processes in liaison with the Director 14-19 & Learning Resources.
14. Managing the LRC and E Learning budgets.
15. Managing the College Intranet

# DUTIES

1. To have regular 1-1 meetings with the Director 14-19 & Learning Resources to review progress and agree actions and regarding the vision of the department in order to keep the College at the forefront of E Learning and LRC services.
2. Liaise with the VP Curriculum & Standards (Harrow) as required to advise and agree on E-Learning developments & initiatives, in conjunction with the work of the Digital Learning Manager (Harrow).
3. Liaise with Curriculum Directors and VP (Curriculum & Standards - Uxbridge) in jointly planning internal IT/E-learning projects relating to Skills for Life and Functional skills.
4. To contribute to the development, planning and implementation of new initiatives within E Learning and library services.
5. Line manage the Digital Learning Manager (Harrow) to ensure effective development of E-Learning and promotion of E-Learning and E-Learning innovation that enhances the learner experience and improves the quality of TL&A.
6. Liaise with the MIS team, Academic standards office and Head of Tutorial Provision as appropriate in assisting with VLE developments and communication relating to quality and curriculum.
7. Line manage the LRC managers to ensure effective and efficient integration of joint services and development planning.
8. Managing the Digital Skills Trainers: oversee the delivery of regular staff training in the application of E Learning and ICT based tools; and oversee project work to be delivered by the Skills Trainers as required; advice to students and staff about the everyday running of the College E-Learning programme.
9. To be the College’s E Safety and Security officer. To be an active member of the College’s Safeguarding Team.
10. Take full responsibility for the day to day management of the LRC service areas.
11. To take responsibility for the day to day management of satellite open access centres in liaison with IT Services and the associated Schools ; ensure co-operation with IT services in the joint staffing of Learning centres and satellite open access centres involving the Resource specialists and the Digital specialists.
12. Make sure that the College virtual learning environment and College App are kept up to date and maintain the interest of students; and are a vital factor in the maintenance and improvement of standards.
13. Liaise with IT Services team to advise on the updating and replacement of Smartboards.
14. Produce training manuals.
15. Understand and keep up-to-date with Student Support and Learning Support arrangements, ensuring students have full on line information.
16. Produce reports and attend events to provide information to staff and students about E Learning.
17. Plan and design on line student inductions and contribute to the design of induction programmes
18. Offer suggestions for ways that the Virtual Learning Environment can be improved and once agreed with the E Strategy and E Action committees implement the suggestions through to completion.
19. Work with IT Services Manager so that the needs of E Learning are seamlessly integrated into the College hardware provision.

# DESIGN AND DELIVERY OF IN SERVICE TRAINING

1. To work with the Digital Skills Trainers to implement a range of staff training courses including the Use of E Learning, the use of a VLE, E Assessment and the most effective use of Smartboards
2. Prepare lesson plans and resource materials for staff training.
3. Advise staff on how to utilise IT and E learning technology to deliver elements of the curriculum.
4. Engage Lecturing staff in meetings / discussions in ways that E Learning can be both improved and developed.
5. Look for ways in which staff can be included in E Learning.
6. Assist Lecturers in keeping VLE up to date.
7. Advise and train staff on the use of on line questionnaires, the use of e-mail and on line booking / diary management and school management tools.

# SERVICE AREA MANAGEMENT

1. Encourage a pro-active approach to the service to be adopted by the E learning and LRC.
2. Organise and run team meetings.
3. Arrange training for E learning/LRC staff that is commensurate with their roles and includes effective delivery of training to staff and customer care of learners.
4. Liaise with colleagues to ensure that new members of staff are fully appraised of requirements.
5. Take an active part in meetings relating to E strategy, the E action group and safeguarding committee meetings.
6. Undertake appraisals for all members of the team.

# QUALITY

1. Carry out student questionnaires and elicit student feedback on the quality of E Learning provision.
2. Contribute to SAR/course reviews including reviews of E Learning/LRC.
3. Take a lead in the construction and update of the E Learning/LRC development plan, action plan, operational plan and service area review.
4. Participate in the College’s performance management programme.
5. Implement appropriate Quality Assurance procedures in line with College policy

### OTHER DUTIES

29. To take an active part in the appraisal and mentoring processes.

30. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.

31. To comply with and actively promote the College’s Equality and Diversity Policy.

1. To participate in and contribute to the College’s in-service development and training activities.
2. To carry out all other duties as may be reasonably required.

##### Head of Digital Learning and Learning Resource Centres

##### Person Specification

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|  | **Essential** | Desirable | How assessed?\* |
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| **Qualifications**   * A degree in the relevant subject area (or equivalent level qualification) /relevant professional qualification | **✓** |  | Cert/AF |
| * A teaching qualification or the willingness to study for one |  | **✓** | Cert/AF/IV |
| **Knowledge and Experience** |  |  |  |
| * Experience of co-ordinating e-Learning provision in a college environment | **✓** |  | AF/IV |
| * Knowledge of different VLEs and in-depth experience of working with at least one VLE | **✓** |  | AF/IV |
| * Knowledge of the use of mobile Apps in education | **✓** |  | AF/IV |
| * Up to date knowledge of e-Learning developments | **✓** |  | AF/IV |
| Experience of delivering training to staff | **✓** |  | AF/IV |
| Management/supervisory experience | **✓** |  | AF/IV |
| Management of externally hosted learning packages via CSV or SAML integration e.g. BKSB | **✓** |  | AF/IV |
| Experience of Safeguarding and E Safety |  | **✓** | AF/IV |
| Programming Skills in PHP and SQL |  | **✓** | AF/IV |
| Interactive Whiteboard Maintenance skills or willingness to learn | **✓** |  | AF/IV |
| App development experience |  | **✓** | AF/IV |
| iOS/Android development |  | **✓** | AF/IV |
| Experience of using assistive technology |  | **✓** | AF/IV |
| Experience of running a library management system |  | **✓** | AF/IV |
| Basic Linux Server maintenance skills or experience of cloud based hosting, AWS or similar |  | **✓** | AF/IV |
| **Other** |  |  |  |
| * Good understanding of and commitment to Equality and Diversity and Safeguarding | **✓** |  | AF/IV |
| * Good communication skills, written and verbal | **✓** |  | AF/IV |
| * Experience of managing student behaviour |  | **✓** | AF/IV |
| * Good literacy and numeracy skills | **✓** |  | AF/T |
| * High level of IT skills | **✓** |  | AF/IV |
| * Ability to use IT within the curriculum | **✓** |  | IV |
| * Good administration/organisational skills | **✓** |  | AF/IV |
| * Commitment to continuing professional development | **✓** |  | AF |
| * Self-motivation | **✓** |  | AF/IV |
| * The ability to enthuse and inspire staff and students | **✓** |  | IV |
| **Competencies**  *Managers should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising;  Interpersonal Sensitivity; Strategic Vision; Motivating Others; Problem Solving and Decision Making; Developing Self and Others |  |  | AF/IV |

\*Evidence of criteria will be established from:

Cert = Certificates checked on induction

AF = Application Form

IV = Interview

T = Test