



JOB DESCRIPTION

Post:	E-Learning Assistant
Responsible to:	Programme Team Leader – Maths, Computing and IT
Salary:	Part Time, 18.5 hours per week £20,477 - £22,807 pro rata Scale 4, Pts 21-24
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	As part of the eLearning team, develop and implement eLearning throughout the college.
Specific Duties:	<p>Support staff across college in the creation of a range of resources, e.g., study support materials, screencasts, instructional videos.</p> <p>Promote the use of mobile technology, offering support on the use of a range of equipment. e.g., Multi-Factor Authentication (MFA), mobile devices and facilitating access to Wi-Fi network.</p> <p>Supporting teaching and learning through the utilisation of remote platforms i.e., Microsoft Teams.</p> <p>Assist in the migration of Moodle courses to SharePoint Sites, support the use of Digital Campus and eStream in teaching and learning.</p> <p>Support the innovative use of SharePoint, Teams and Office 365, utilising the features within the VLEs, across the College.</p> <p>Design, deliver and promote IT workshops and IT induction sessions to staff and students in person and online.</p> <p>Be pro-active in demonstrating applications and equipment, offering ad hoc instruction if required to do so.</p> <p>Produce, in a variety of formats, training resources for staff and learners.</p> <p>To provide timely, effective support for staff, students, and</p>

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parent/carers in response to Support Requests, identifying and logging faults or technical issues.

Support new ICT developments within the team and College.

Be pro-active in identifying and sharing best practice.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.



General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

E-LEARNING ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- A pro-active approach to work and an enthusiasm for working in an education environment. The ideal candidate will have excellent interpersonal skills, an understanding of current trends and developments within teaching and learning and the technical developments which support this.
- Be able to work efficiently and effectively within a collaborative team or independently and manage a demanding and varied workload.
- Good communication skills especially the ability to engage in constructive dialogue with individual teaching staff and with teaching teams.
- Experience of the use of IT in a teaching and learning environment.
- Innovative, creative and enthusiastic about technology for learning, familiar with SharePoint and Moodle or similar learning environments, have experience of developing educational learning materials.
- Good understanding of educational theory and the developments in learning technologies.
- Possess excellent IT skills and a sound knowledge of electronic learning resources.
- Experienced in eLearning and blended learning and have a broad-based knowledge of eLearning technologies.
- Good organisation and administrative skills.
- Experience of working closely with learners.
- Ability to successfully meet deadlines.
- Committed to further training.
- A flexible attitude and to embrace change.
- Flexible in their working hours as working pattern may include evenings and weekend deployment.
- The role will predominantly be based at Truro, with the possibility of up to two days per week based at Callywith College in Bodmin.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.