Job Description

Job Title: Learning Technologist Apprentice
Hours of Work: Full Time – 37.5 hrs a week
Type of Contract: 3 Year Training Programme
Location: Across the Eltham College Family of Schools
Ideal start date: Immediate

About Eltham College Family of Schools

The Eltham College Family of Schools (ECFS) consists of three leading independent schools in South East London: Eltham College Senior and Junior Schools and Blackheath Preparatory School. Together, we provide an exceptional educational experience for students aged 3 to 18. Our schools are committed to academic excellence, innovative learning, and fostering a supportive and inclusive community.

At ECFS, we place a strong emphasis on personal development, preparing students for the future through a holistic approach to education. We are a Microsoft Office 365 organisation, utilising a wide range of technologies to support both teaching and learning, as well as business operations. From cloud-based platforms to interactive tools in the classroom, we leverage modern technology to enhance the educational experience and streamline support services across our schools.

We're proud of our dynamic environment, where staff and students are encouraged to grow, explore, and thrive with the latest technological tools and resources at their disposal.

Principal Role

Are you at the start of your career in education or digital transformation? Do you have a passion for integrating technology into learning environments? Whether you're an aspiring IT Technician or looking to transition into an EdTech role, this is the perfect opportunity to embark on a rewarding career journey.

Join us as an Apprentice Learning Technologist in our three-year training programme, designed to build a strong foundation in IT support and educational technology. Throughout this programme, you'll work towards a Level 3 Digital Champion Qualification, gaining the skills and experience needed to develop into a professional Learning Technologist.

At the start of your journey, you'll focus on IT technical support, working hands-on within an educational setting. This foundational phase is all about learning the ropes—understanding how schools operate and becoming the visible, go-to person for classroom technology across our group of schools. You'll ensure that both academic and support staff feel confident and supported, troubleshooting existing technologies, setting up resources for lessons, and assisting staff with new cloud-based systems like Microsoft O365.

As you progress, the role will evolve into more specialised EdTech & PedTech responsibilities, such as working with mobile learning strategies and advanced educational technologies. You'll also hone crucial skills like project management, content creation, influencing, coaching, and sharing best practices with staff and students. By the end of the programme, you'll be fully prepared to step into a full-time IT or EdTech role, contributing to the school's digital strategy and empowering staff and students to make the most of the technology and digital tools available to them.

Main Duties

The following list is not exhaustive but serves as an indication of what the role encompasses:

- **Be the Face of Technology:** Act as a visible presence across the schools, proactively checking classrooms and engaging with academic staff to ensure technology is ready for teaching. You'll manage ad-hoc queries and provide clear, reliable support, ensuring both staff and students feel confident their needs are being met.
- **Proactive Problem Solver:** Regularly monitor classrooms, offices, and learning environments to prevent IT issues before they arise, ensuring all IT equipment is fully operational and ready for use.
- **Tech Troubleshooting:** Tackle a wide range of technology issues, from simple software glitches to escalating complex network problems to senior IT staff—all while maintaining a calm approach and keeping staff informed throughout the process.
- **Dynamic Role Variety:** As you transition into the Learning Technologist role, you'll gain hands-on experience in areas such as EdTech and PedTech methodologies, infrastructure troubleshooting, data management, the Office 365 ecosystem, and other cloud-based solutions. You'll also work with a variety of end-user devices and associated technologies across multiple school sites.
- **Project Involvement:** Participate in or lead mini EdTech projects, from planning to implementation, ensuring the successful integration of technology into the learning environments.
- **Influencing and Coaching:** Share your expertise by delivering digital skills training to staff and students, promoting digital citizenship, and ensuring best practices are consistently followed in the use of technology throughout the school.
- **Learning and Development:** Take advantage of mentoring and hands-on training while working towards your Level 3 Digital Champion Qualification, ensuring you're well-prepared for a successful career in educational technology.

Person Specification

Suitable candidates will have:

- **A Problem-Solver with a Passion for Technology and Education:** You thrive on finding creative solutions to technical challenges and are excited about how technology can enhance the learning environment.
- **Exceptional Communication Skills:** You can clearly explain technical solutions in simple terms to non-technical staff and students, ensuring they feel supported and confident in using technology.
- **A Proactive Attitude:** You don't just wait for problems to arise—you anticipate potential issues and act early to prevent disruptions, always thinking one step ahead.
- **Dependability:** You are someone staff and students can rely on, providing consistent and timely support when they need it most.
- **A Team Player with a Growth Mindset:** You're eager to collaborate with others, learn new skills, and take on new challenges in a dynamic and fast-paced environment.
- **No Prior IT Experience Required:** What matters most is your enthusiasm for digital technology and education. We're looking for someone with a genuine interest in learning and growing within the role.
- **Desired Qualifications:** We require someone who is educated to GCSE standard English and Maths grade 4 (or above), or Functional Skills Level 2 in English and Maths.

Why Join Us?

- **A Unique Learning Opportunity:** You'll work across multiple schools, developing a wide range of technology skills—from cloud services and networking to digital transformation and EdTech solutions.
- **Professional Growth and Support:** We'll fully support you in achieving your Level 3 Digital Champion Qualification, providing dedicated time for study, mentoring, and hands-on experience.
- **Immediate Responsibility:** From day one, you'll be a key player in ensuring our staff and students are confident and capable users of technology, becoming a trusted face in EdTech across the schools.
- **Exciting Career Development:** As you gain experience, there will be opportunities to grow within the team, with the potential to transition into a full-time Learning Technologist role.

Important Information:

- **Working Hours:** During term time, the standard working hours will be from 8:00 AM to 4:00 PM, with a one-hour lunch break. There will be greater flexibility in working hours during out-of-term periods, to be agreed with your line manager in line with operational needs. Please note that occasional out-of-hours work, including evenings and weekends, may be required to support events such as open evenings or other weekend activities, as requested.
- **Travel Requirements:** This is a cross-site role at Eltham College (SE9 4QF) and Blackheath Prep (SE3 0NJ), so having a valid driving licence or access to alternative reliable transport is essential to ensure you can travel between sites as needed, based on operational demands.
- **Safeguarding and CRB Check:** As this role involves working closely with children, a satisfactory Enhanced DBS (Disclosure and Barring Service) check will be required. We are fully committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment.

The post holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and will ensure compliance with the School's Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.