BARNET AND SOUTHGATE COLLEGE

PROPOSED JOB DESCRIPTION

JOB TITLE: **Digital Technologist**

POST REFERENCE: **DT-01**

SALARY: Support Salary Scale PO2–PO3 £39,188 - £45,901 per annum inclusive of London Outer Weighting

HOURS: 36 hours per week for 52 weeks per year

LOCATION:

PURPOSE OF POST:

The Digital Technologist will play a key role in enhancing the College's teaching, learning, and operational effectiveness through the integration of digital technology. The postholder will work closely with academic staff to embed digital tools into both classroom delivery and curriculum-related administrative tasks, using evidence-informed, pedagogical approaches to improve student engagement and teacher efficiency.

The role will also involve supporting business support teams to develop their digital skills and adopt practical digital solutions that enhance day-to-day operations.

The successful candidate will need to demonstrate initiative, a solution-focused mindset, and a genuine passion for driving digital innovation across the College. A strong understanding of emerging technologies, such as Artificial Intelligence (AI), Virtual Reality (VR), and Augmented Reality (AR) is essential, along with the ability to use immersive room technologies to support teaching, training, and collaborative work.

This is a practical, creative, and collaborative role, suited to someone confident in working across different staff groups and committed to delivering meaningful digital change.

RESPONSIBLE TO: Development Innovation and Transformation Manager

Key Duties and Responsibilities

1. Support academic and business support staff in embedding digital technology into curriculum, training, and support services.
2. Lead and support the integration of immersive technologies such as VR, AR, and 360° content, including the effective use of immersive room spaces (e.g. Connectivity suites, Igloo environments, simulation rooms).
3. Provide practical support in creating digital resources, including video, interactive content, and multimedia learning materials.
4. Assist staff in the adoption and effective use of AI tools for teaching, learning, assessment, and workflow efficiency.
5. Deliver training, workshops, and 1:1 support for platforms such as Microsoft 365, Moodle, Teachermatic, Turnitin, Century, and other EdTech systems.
6. Troubleshoot technical issues and provide pedagogical guidance on digital delivery and instructional design.
7. Collaborate with Teaching and Learning Coaches (TLCs), Leads in Teaching Excellence (LTEs), and cross-college teams to co-develop digitally enhanced learning strategies.
8. Develop clear, accessible guidance and self-directed learning materials to improve digital capability across the College.
9. Ensure inclusive design and accessibility standards are embedded into all digital resources and practices.
10. Horizon-scan, trial, and evaluate emerging technologies to inform digital innovation and best practice.
11. Support the implementation of the College's Digital Strategy and contribute to related TEL initiatives across all campuses.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder.

Person Specification - Digital Technologist

Criteria	Essential	Desirable	Assessment Method
A Level 3 qualification or above in a relevant discipline, preferably in a digital, media, or IT-related area (e.g. Digital Media, Computing, ICT, Games Design)	✓		A
A recognised teaching or training qualification (e.g. Level 5 DET, PGCE)		✓	A
Demonstrable experience of working with AI, VR, or AR technologies within an educational or training environment	✓		A & I
Understanding of immersive room technologies and their application in education or training settings	✓		A & I
Experience supporting both teaching and business support staff in the use of digital tools and emerging technologies	✓		A & I
Strong understanding of platforms used in education (e.g. Moodle, Microsoft 365, Turnitin, Century)	✓		A & I
Experience developing multimedia content (e.g. video, graphics, screen capture, simulations)	✓		A & I
Knowledge of digital pedagogy and instructional design to support online and blended learning		✓	A & I
Ability to deliver training or workshops to groups or individuals	✓		A & I
Strong interpersonal and communication skills, with the ability to explain technical concepts clearly	✓		A & I
Ability to work independently and collaboratively across teams and departments	✓		A & I
Experience creating accessible and inclusive digital resources	✓		A & I
Up-to-date knowledge of EdTech trends and enthusiasm for innovation	✓		A & I
Commitment to safeguarding, equality, health and safety, and learner voice	✓		A & I
Willingness and ability to travel between College campuses and take part in cross-College events (e.g. enrolment, open days)	✓		A & I