



ST ALBANS  
SCHOOL

# Digital Learning Facilitator

FOR SEPTEMBER 2019



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## THE SCHOOL

St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for Assembly in the Abbey twice a week.

For much of the twentieth century the School was a Direct Grant school but is now fully independent: the current Headmaster, like his recent predecessors, is a member of the Headmasters' and Headmistresses' Conference (HMC). The present school roll is 860 with a Sixth Form of over 310, and the teaching staff numbers over 100.

The School has a fine reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanians include Professor Stephen Hawking, Professor Lord Renfrew, formerly Master of Jesus College, Cambridge, and Dr John Barber, formerly Vice Provost of King's College, Cambridge. Academic standards are consistently very high: the proportion of A levels graded A\*, A or B has been above 90% for the past seven years, and 2018 saw 27% achieve A\* grades. At (I)GCSE the annual expectation is of well in excess of 80% A\* and A grades. Further information about examination results can be found at <https://www.st-albans.herts.sch.uk/information/#exam-results>.

The School believes that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing with pastoral care organised by year groupings: the warmth and friendliness of the School community is one of its great strengths and distinctive features. The co-curriculum plays a vital role in developing skills and qualities in preparation for adult life: there is a thriving CCF and an extensive partnership scheme with local state-maintained schools. The School has an outstanding record in the Duke of Edinburgh's Scheme. Please visit <https://www.st-albans.herts.sch.uk/about-us/aims-ethos/> for further information about the School's motto, ethos, aims and vision.

There has been a great deal of investment in buildings and facilities over recent years. In 2002 the School opened extensive new sports grounds, Woollams, on a 70-acre site on the northern outskirts of the city: the School uses some 45 acres and the Old Albanian Sports Association is the tenant of the remainder. The School competes at a very high level in all the major sports and in cross country has a national reputation. The School owns a well-equipped Field Study Centre, Pen Arthur, in the Brecon Beacons.



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The School campus includes a Sports Centre (with swimming pool, sports hall, fitness centre, dance studio and climbing wall) and the purchase of a large building (Aquis Court) on an adjoining site which has been converted into a superb Art School, Sixth Form Centre and a suite of classrooms. The Hall has undergone the first phase of a major refurbishment programme, the main feature of which is the opening of a new Music School. The construction of a new £5m faculty building for Mathematics is underway, with the new Centre opening in January 2020. There is a rolling programme of refurbishment of academic departments: many classrooms have been revamped in recent years.

The School is heavily oversubscribed at all levels of entry. The main ages of entry are 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ is by interview and competitive examination. At 13+, offers of places conditional on Common Entrance are made following a preliminary assessment in Y7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.



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## THE ROLE

The School utilises a number of eLearning tools and Virtual Learning Environments to enhance and facilitate learning and productivity including a hosted Moodle environment, Firefly, and Office 365. As the School launches a pupil BYOD scheme the demand on these services is expected to increase and the IT Services Department is keen to support both teachers and pupils in the use of these technologies.

The Digital Learning Facilitator is responsible to the Head of IT Services for the following duties in support of these services.

## PERSON SPECIFICATION

### **Knowledge/Skills/Abilities**

- Good working knowledge of Office 365, including SharePoint, Teams, and OneNote.
- Good knowledge of other learning platforms such as Moodle and Firefly.
- Good understanding of pedagogical practices.
- Good organisational and problem-solving skills.
- Ability to adapt and learn new skills.
- Ability to work on own initiative and as a member of a team.
- Excellent customer service and communication skills.



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## JOB DESCRIPTION

Job Title: Digital Learning Facilitator  
Reports to: Head of IT Services  
Department: IT Services

### Key Responsibilities & Accountabilities

- To deliver training and support to teachers in the use of online systems such as Gateway (Moodle), Firefly, Office 365 (OneNote, Teams, SharePoint), etc.
- To support pupils in their use of these systems.
- To assist the Director of eLearning and Data and MIS Manager with administrative tasks relating to eLearning, including account creation, course enrolment, etc.
- To assist Form Tutors with teaching of cross-curricular skills such as file management, best practice for storing, backing up, and sharing documents, etc.
- To monitor the use of eLearning tools within lessons and homework setting, and to use this information to help shape future strategic decisions taken by the IT Steering and Strategy Group, Director of eLearning, and Senior Leadership Team.
- To assist teachers with the creation/development of online resources.
- To assist with the delivery and administration of word-processed examinations.

### Key Performance Indicators

- Pro-actively seeks out ways to advance the usage of Digital Learning tools.
- Builds a good working relationship with teaching staff and pupils.
- Responds promptly to requests for support and advice.

### Safeguarding children

St Albans School is committed to safeguarding young people and promoting the welfare of children. The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Headmaster or to the Designated Safeguarding lead (DSL).



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## FURTHER INFORMATION

Working hours are 37.5 hours per week, Monday to Friday, during term time (plus 2 weeks during the School holidays).

The successful candidate will be able to join the contributory pension scheme operated by the Pensions Trust. This is a nominated defined contribution scheme, the details of which include an initial 6% employer contribution rate and a 3% employee contribution rate upon auto-enrolment. Scheme members have the option to increase their contributions and the School will contribute double the employee contribution up to an employer maximum contribution of 9%.

Other benefits include life assurance cover of four times annual salary, various salary sacrifice benefit schemes, free School meals during term time and use of the onsite leisure facilities.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School (pro-rata for part time/term time contracted staff). This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

The Human Resources Manager, Mrs Sarah de Rossi ([scderossi@st-albans.herts.sch.uk](mailto:scderossi@st-albans.herts.sch.uk)), is available to respond to informal enquiries from interested parties before an application is made.

Completed application forms, with CV if desired, and covering letter (explaining why you believe you would be suitable for the post) should be submitted online (<https://www.st-albans.herts.sch.uk/information/application/>) to arrive no later than **26 July 2019**. The School reserves the right to make an appointment before the closing date, so early applications are encouraged.