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**Job Description**

**Learning Technology Trainer**

# Job Title: Learning Technology Trainer - Maternity cover from 26th June 2023 until 22nd March 2024

Section: Digital Learning Services

Grade: Scale 5

Hours: 36 hours per week, 52 weeks per year

Reporting to: Digital Learning Manager

Base: Cross College (Uxbridge College and Harrow College)

**MAIN SCOPE OF POST:**

To support staff in the use of e-learning and blended learning through the delivery of training, development of training resources and resolution of queries related to teaching and learning.

**DUTIES:**

**Training**

1. Provide regular staff training, and professional development, including face-to-face and online CPD, to improve engagement in lessons and drive e learning assessment.
2. Provide regular support to staff and students through the Digital skills helpdesk with using online tools for teaching and learning
3. Enhance blended and face to face teaching and assessment, by collaborating and training staff to make the best use of technology.
4. Deliver staff inductions in the use of MSOffice, Teams, OneDrive, SharePoint, Turnitin, Interactive whiteboards and other software, apps or web based tools.
5. Develop student induction materials and digital resources especially with regard to mobile use.
6. Develop clear training resources for staff including video tutorials and implement and support these new resources in interactive sessions to effect change.
7. Participate in curriculum meetings-as invited; to disseminate information and advice,   
   and liaise with Schools or champions to investigate their needs and promote their ideas of using digital tools.
8. Be proactive to stay informed of changes in digital tools, technology and pedagogies to enhance teaching and learning.
9. Keep all stats related to training and usage of learning systems / tools up to date.
10. Consistently check feedback to inform future training.

**Communication**

1. Ensure access to college-wide resources by maintaining and providing resources for the Student Portal, Staff Intranet, Digital Skills and Accessibility SharePoint Sites.  
   Advise and train staff on the use of SharePoint communication sites.
2. Provide college wide posts and monitor safeguarding on the HCUC App
3. Ensure consistent promotion of College messages and events through use of the screens on the Clevertouch system, throughout the 4 campuses.

**Support**

1. Design and promote accessibility initiatives throughout the College to improve the access for all our students.
2. Provide first line support primarily for staff in Teams, Office, OneDrive and SharePoint,  
   and training support for Interactive Whiteboards.
3. Provide first line support for staff and as appropriate for students in the use of Office files.  
   Including assignment submission support and sharing files from OneDrive and within Teams.
4. Resolve enquiries related to teaching and learning in a timely, professional manner.  
   Work well with other college staff and departments. Liaise with ITServices and Sytems to ensure technical problems are dealt with efficiently to minimise disruption to users

**College Life**

1. Actively participate in College projects
2. Take an active part in the appraisal and mentoring processes
3. Comply with the College’s Safeguarding and Health and Safety Policy and its implementation
4. Comply with and actively promote the College’s Equality and Diversity Policy
5. Participate in and contribute to the College’s in-service staff development and training activities
6. Be prepared to work flexibly to meet the needs of the team.
7. Carry out all other duties as may be reasonably required by the Digital Learning Manager.

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| **Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Learning Technology Trainer**

###### Person Specification

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|  | **Essential** | **Desirable** | **How assessed?\*** |
| Qualifications |  |  |  |
| Level 3 qualification in Computing/IT or Education and Training |  | **ü** | Cert/AF |
| Good standard of general education (GCSE level or equivalent) | **ü** |  | Cert/AF |
| First stage teaching/training qualification or willingness to undertake one (e.g. Award in Education and Training), supported financially by the College | **ü** |  | Cert/AF/IV |
| Knowledge |  |  |  |
| Good working knowledge of standard Microsoft Office and the Internet | **ü** |  | AF/IV/T |
| Knowledge of Virtual Learning Environments (VLEs) such as Microsoft Teams and online learning software | **ü** |  | AF/IV |
| Basic knowledge of standard operating systems and web authoring |  | **ü** | AF/IV |
| Skills and Experience |  |  |  |
| Experience of working in a customer-focused environment and excellent customer service skills | **ü** |  | AF/IV |
| Good interpersonal and communication skills | **ü** |  | AF/IV |
| Good organisational skills | **ü** |  | AF/IV |
| Experience of working in an educational environment | **ü** |  | AF/IV |
| Ability to create/design engaging digital training materials | **ü** |  | AF/IV |
| Ability to work under pressure and prioritise workload | **ü** |  | AF/IV |
| Ability to use own initiative and work flexibly | **ü** |  | AF/IV |
| Ability to work as part of a team | **ü** |  | IV/AF |
| Ability to deliver training to groups of staff and students | **ü** |  | AF/T |
| A commitment to Equality and Diversity | **ü** |  | AF/IV |
| Understanding of Safeguarding in an education environment | **ü** |  | AF/IV |
| Good literacy and numeracy skills | **ü** |  | AF/T |
| Commitment to own professional development | **ü** |  | AF/IV |
| **Competencies**  *Support staff should be able to demonstrate competency in all of the following areas:*  Communication  Planning and Organising  Working Together  Customer Services  Adaptability/Flexibility |  |  | AF/IV |

Evidence of criteria will be established from:

T = Test microteach/skills test

AF = Application Form

Cert = Certificate

IV = Interview