

**Job Description**

**Learning Technologist**

# Job Title: Learning Technologist

Section: Digital Learning Services

Grade: Scale 6

Hours: 36 hours per week, 52 weeks per year

Reporting to: Learning Technology Manager

Base: Main base will be at Harrow-on-the-Hill and Harrow Weald, with requirement to travel to other sites as and when required, according to business need.

**MAIN SCOPE OF POST:**

To support HRUC staff in the use of digital learning and blended learning through the delivery of training, development of training resources and resolution of queries related to teaching and learning. To drive forward digital innovation in the classroom and explore and implement cutting-edge educational technologies, foster a culture of continuous improvement among staff, and ensure that students benefit from engaging, interactive, and effective learning experiences.

The Learning Technologist will develop and deliver a range of information and learning technologies that support students in engaging with learning and staff in delivering outstanding teaching. This role involves embedding digital technologies into teaching and learning across the College, training staff and students, and managing eLearning initiatives.

**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 online or in person 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. Working alongside the Curriculum to enhance the use of immerging technologies across HRUC.
10. Keep all stats related to training and usage of learning systems / tools up to date.
11. Consistently check feedback to inform future training.

**Communication**

1. Ensure access to HRUC’s 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 HRUC wide posts and monitor safeguarding on the MYHRUC Ap.
3. Ensure consistent promotion of college messages and events through use of the screens on the Clevertouch system, throughout HRUC.

**Support**

1. Design and promote accessibility initiatives throughout HRUC 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 IT Services and Systems to ensure technical problems are dealt with efficiently to minimise disruption to users.

**College Life**

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

**Safeguarding Children and Vulnerable adults**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

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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 Technologist**

###### 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 |
| Strong knowledge of digital learning and blended learning methodologies | **ü** |  | AF/IV |
| 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 |
| Innovative approach to exploring new educational technologies | **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:*CommunicationPlanning and OrganisingWorking Together Customer ServicesAdaptability/Flexibility |  |  | AF/IV |

Evidence of criteria will be established from:

 T = Test microteach/skills test

AF = Application Form

Cert = Certificate

IV = Interview