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**JOB DESCRIPTION**

**Post ref:**

**Post:** Learning Technologist (Apprentices)

**Responsible to:** Lead Learning Technologist

**Rewards package:** Scale 5, Access to Government Scheme and 30 Days Annual Leave

**Key responsibility:**

To train staff, students and apprentices on OneFile, Canvas, Interactive Whiteboards and any other relevant College systems. Assist the College in the creation of learning technology materials. Develop training and support materials for students and apprentices and staff. Support growth and development of degree apprenticeships. Facilitate improved access to, and experience of, L4 and L5 qualification via upskilling of academic and non-academic staff in digital systems and delivery models.

**Principal Duties:**

1. Work alongside LRC Advisers to aid the effective running of the LRC.
2. To work alongside academic and corporate staff in the design and development of e-learning content and effective online course areas.
3. To train college staff in developing appropriate webskills to support the structuring and content of courses in Canvas and OneFile.
4. To train, help and support college staff in the use and application of Canvas, OneFile, and any related systems.
5. To advise academic staff on good practice in web-authoring of educationally effective learning materials.
6. To improve and develop web based e-learning training and induction materials for staff and students and apprentices.
7. To develop and/or adapt existing materials for the electronic delivery of the department’s student educational programmes.
8. To attend relevant Apprenticeship meetings as required.
9. To undertake any other duties as may be reasonably required by Lead Learning Technologist.
10. To accurately extract learning analytics data, and provide training on its use.

**Standard Responsibilities for all positions in B&FC:**

1. To fully adhere to B&FC policies and procedures at all times
2. To display the B&FC values at all times and positively promote them
3. To take responsibility for the promotion of the health, safety, wellbeing and mental wealth of self and others
4. To actively support B&FC commitments on safeguarding and promoting the welfare of children, young people and vulnerable adults
5. To pursue the achievement and integration of equality, diversity and inclusion, through widening participation in all B&FC activities
6. To actively support, and appropriately engage with the ‘One College’ ethos to promote positive student behaviour across B&FC
7. To be proactive in identifying and pursing opportunities that are appropriate to maintaining your own professional development, and to positively engage in the B&FC performance review scheme and all relevant training
8. To maintain the confidentiality and security of information and data at all times
9. Undertake any other tasks and responsibilities appropriate to the level of this post

This job description is current at the date shown and may be amended after consultation and agreement between management and the post holder.

September 2020

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| **Learning Technologist** | | | |
| **Personal attributes required based on Job Description**  **Essential (E) Or Desirable (D)** | |  |
|  | **Qualifications** |  |
| 1 | Educated to Degree level or two years relevant experience | **E** |
| 2 | A qualification in teaching online or willingness to pursue | **D** |
| 3 | Introductory Cert Ed or willingness to pursue | **D** |
|  | **Experience** |  |
| 1 | A minimum of two years experience working in an education or training environment | **D** |
| 2 | Proven experience in designing, delivering and evaluating training sessions | **D** |
| 3 | Proven experience of delivering VLE or eportfolio training | **D** |
| 4 | Experience working in Apprenticeships, Further Education or Higher education | **D** |
|  | **Knowledge, Skills and Abilities** |  |
| 1 | Advanced IT skills, knowledge of Microsoft applications, awareness of authoring and communication tools and their application | **D** |
| 2 | Excellent oral and written communication skills | **E** |
| 3 | The ability to communicate and work successfully with colleagues at all levels in the organisation | **E** |
| 4 | The ability to work to deadlines | **E** |
| 5 | The ability to work as part of a team | **E** |
| 6 | The ability to work on own initiative | **E** |
| 7 | Interest in developments in education, apprenticeships and e-learning | **E** |
| 8 | The ability to setup and organise systems effectively | **D** |
| 9 | Interest in and experience of social networking software | **D** |
| 10 | An understanding of different levels and types of qualifications in Further or Higher Education. | **D** |
| 11 | Knowledge and evidence of Digital Fluency including possession of Microsoft Innovative Educator Certification or willingness to obtain within three months of appointment | **D** |
|  | **Behaviours** |  |
| 1 | Demonstrable commitment to **delivering results** through taking responsibility for meeting objectives through communicating with impact, adopting a customer-centric focus and consistently measuring and improving | **E** |
| 2 | Successfully and actively **work together** engaging with colleagues across B&FC effectively and inclusively to achieve positive outcomes | **E** |
| 3 | To show commitment to a **future-focused** approach, actively contributing to the future success of B&FC through making effective decisions, demonstrating a commitment to B&FC values, vision, operational and strategical direction and a willingness to adapt to change | **E** |
|  | **Further Requirements** |  |
| 1 | To hold a full UK driving licence and access to a vehicle or equivalent mobility for business purposes (with the ability to maintain appropriate level of business insurance for car users) | **D** |

**Person Specification**